# Pride of Dakota Showcase Manual 2026

prideofdakota.nd.gov

pod@nd.gov 701-328-2307

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Welcome to the Pride of Dakota Showcase Manual.

This manual will provide you with all the information needed to participate in the 2026 Pride of Dakota showcases.

Policies and updates are listed in this manual, so please make yourself familiar with the contents for a successful showcase season! Other information in this manual includes: 2026 event dates, venue maps, company information for each show, sales tax information and event registration tutorial.

Pride of Dakota appreciates any feedback you may have in helping to improve our showcases/program.

We hope your experience at Pride of Dakota is a great one!

If you have any further questions or comments, please contact us at 701-328-2307 or pod@nd.gov.

# Membership Policies

Pride of Dakota members must abide by the following membership policies.

## Membership Qualifications

To qualify for membership in Pride of Dakota, a company must be physically located in North Dakota or manufacture or produce its products in North Dakota.

Only products that were produced, processed, or originated in North Dakota or are significantly altered by input of labor, process, or intellectual content in North Dakota qualify as Pride of Dakota products.

For items to be considered "Pride of Dakota" products, they must be made or assembled by an owner or employee of the company or by a company volunteer.

- Cloth items must be sewn, embroidered, crocheted, knit, etc. by the company.
- Jewelry must be created in its entirety, or all its components must be assembled by the company.
- Clothing and accessories must be made, assembled, or designed by the company; adding an embellishment or adornment (example: button, gemstone, ribbon, etc.) does not alter the product significantly enough to qualify it as a Pride of Dakota product.
- Art works and photography must be the work or intellectual property of the company.
- Publications by North Dakota authors or publications printed by North Dakota companies qualify as Pride of Dakota products; publications about North Dakota that are not written by a North Dakota resident or printed by a North Dakota company do not qualify.
- Décor-type items must be handcrafted, assembled, or significantly altered by the company.
- Food and beverage products must comply with health standards set by the respective health units that have jurisdiction where these items are being sold.
    - Processed food products and beverages must be labeled with the company name on each item. If an item is processed or produced in North Dakota by a non-resident Pride of Dakota member, the product labeling must state "made/manufactured/processed/produced [as appropriate] in North Dakota." Members are allowed to sell their current inventory; however, new inventory must comply with these policies. This requirement will be in effect January 1, 2015.
    - Fresh, raw, unprocessed foods (for example, produce items sold at farmers markets or CSAs) grown and sold by a Pride of Dakota member do not need to be labeled as "Grown in North Dakota."
- Service companies qualify for membership if they were started in North Dakota and remain headquartered in the state. Service companies may not participate in showcases.

Items that are sold by a member that do not meet the above specifications do not qualify as Pride of Dakota products and cannot be branded or marketed as such. These items are prohibited from being sold at Pride of Dakota-hosted events.

Items purchased from another company to be adorned and sold as Pride of Dakota products must be altered substantially to qualify. Items bearing tags or stickers indicating another state or country of origin do not qualify as Pride of Dakota products; however, they can be used as a component to make a Pride of Dakota product.

Distasteful, lewd or risqué items will not be approved as Pride of Dakota products and cannot be sold at Pride of Dakota-hosted events.

Members may be asked to provide proof of process for the production of their goods or services.

The North Dakota Department of Agriculture, under the direction of the Agriculture Commissioner, has final authority to determine whether a company or product qualifies.

## Licensed & Trademarked Logo Use

The Pride of Dakota logo shall not be affixed or affiliated with any products containing a trademarked brand owned by the State of North Dakota, unless those products are properly licensed or other expressed written consent is given by the North Dakota licensee or trademark holder of that brand, image, or phrase.
Such products include but are not limited to: fabric items, embroidery, vinyl and sublimation processes, glass, metal and wooden items, etc.
Examples of such North Dakota-owned trademarked brands, images, logos, or phrases include but are not limited to: NDSU Bison, NDSU, UND Fighting Hawks, UND Fighting Sioux, UND, other ND state colleges, and the ND State Mill.
At a Pride of Dakota showcase or event, a member company may not display or sell unlicensed products with North Dakota-owned trademark brands. Member companies are required to show proof of a license or of written consent prior to showcasing and selling items with North Dakota-owned trademarks.

Below are links to NDSU and UND logo licensing application procedures:
https://gobison.com/sports/2013/5/29/licensing.aspx#:~:text=All%20manufacturers%20must%20have%20permission,email%20licensing%40clc.com.

https://campus.und.edu/brand/licensing.html

Additionally, Pride of Dakota encourages vendors to comply with the licensing requirements of trademarks owned by other entities, such as out-of-state university and colleges, Disney, Pixar, Marvel, John Deere, Coca-Cola, Jack Daniels, NFL, NHL, NBA, MLB, Harley Davidson, Ford, Chevy, GM, etc.
If a member company wishes to sell items with a logo from a local school, that member company should first request and receive express written consent from that school or applicable school board.

## Refund of Membership

- The North Dakota Department of Agriculture makes all efforts to ensure satisfaction with Pride of Dakota membership. Refunds for membership will be provided within 21 business days of receipt of payment for a new or renewed member. After 21 business days, no refunds will be made available for membership purposes.
- Requests for the refund of a membership must be made in writing and emailed to POD@nd.gov. Membership can be cancelled at any time by requesting such cancellation in an email to POD@nd.gov.
- Any membership cancellations that take place more than 21 days after payment will not receive a refund, however all membership-related listings, benefits and values will be cancelled.
- In the event the Department determines an applicant does not fit the membership criteria, membership will be refunded.

## Refund of Event Registration

- We ask that you do not sign up for any showcases until you are certain you can attend the events.
- Fees paid for event registrations will be refunded when a request is received in writing at least 21 days prior to the commencement of the event. Requests received after this date will not be entitled to a refund.
- Event cancellations must be emailed to POD@nd.gov or they will not be granted.
- As of 2022, refunds will only be given under extreme circumstances and will be reviewed on an individual basis and granted on a case-by-case basis.
- If the Department hosts a showcase and a registered company does not attend due to inclement weather, a refund may not be given.
- The Department reserves the right to cancel an event due to low enrollment, inclement weather or other

circumstances which would make the event non-viable. If the Department cancels an event, registrants will be issued a refund.
- Should circumstances arise that result in the postponement of an event, registrants will have the option to either receive a full refund or transfer registration to the same event at the new, future date.

**Early breakdown/vacant booth**

- Any member that violates the early breakdown of their booth or does not show up for a showcase, resulting in a vacant booth will not be issued a refund, and may be subject to a fine as outlined in the program policies.

## Pride of Dakota Service Animal Policy

The North Dakota Department of Agriculture's Pride of Dakota program is committed to making reasonable modifications to its policies to permit the use of service animals at the Pride of Dakota showcases for individuals with disabilities.
Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals - whether wild or domestic, trained or untrained - are not service animals for the purposes of this definition.
A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether. North Dakota Department of Agriculture staff will not be responsible for the care or supervision of service animals. An individual with a disability may be charged for the damage caused by his or her service animal. If a service animal's behavior poses a direct threat to the health or safety of others, the North Dakota Department of Agriculture staff has the right to exclude the animal from the event.

Employee Requirements - The employee is only allowed to ask the individual accompanied by a dog two questions:

1.) Is the dog a service animal required because of a disability?
2.) What work or task has the dog been trained to perform?

No further questions are allowed.

## Logo Use Guidelines

"Pride of Dakota" is a trademark of the North Dakota Department of Agriculture and may only be used by companies that have been approved as Pride of Dakota members.

The Pride of Dakota logo may be used only on items that have been approved by the North Dakota Department of Agriculture as Pride of Dakota products. The North Dakota Department of Agriculture, under the direction of the Agriculture Commissioner, has final authority to determine whether a company or product qualifies.

The Pride of Dakota logo may be used on product packaging, sales literature, advertising, banners, etc. to promote a Pride of Dakota member and its Pride of Dakota products. The logo must comply with the guidelines set forth in the Logo Use Guidelines. If a company wishes to deviate from these guidelines, it must receive written permission from the North Dakota Department of Agriculture.

During the 2026 showcase season, members may use either the former Pride of Dakota logo, or the new Pride of Dakota logo(s) on their packaging as we are in a transition year. We ask that anything being printed utilize the new logo(s) unless you have existing labels to use up.

**Printing specifications (OLD LOGO):**

Full-color reproduction - Logos may be reproduced in a three-color look using the following Pantone Matching System (PMS) colors:

- Yellow: PANTONE # 130 CVC
- Light Blue: PANTONE # 292 CVC
- Dark Blue: PANTONE # 295 CVC
- Text: Black
- Negative Space: White

One-color reproduction - Logo may be reproduced in black and white or in any color that matches the company's packaging.

Matching type - If you wish to match the type in the logo, the following fonts were used:

- Pride of Dakota: Book Antiqua Regular
- north dakota originals: Arial Regular

**Printing specifications (NEW LOGO):**

Full-color reproduction - Logos may be reproduced in a two-color look using the following Pantone Matching System (PMS) colors:

- Yellow: PANTONE # 7406 CVC
- Dark Blue: PANTONE # 295 CVC
- Green: PANTONE # 347 CVC
- Text: Dark Blue
- Negative Space: White

One-color reproduction - Logo may be reproduced in black and white or in any color that matches the company's packaging.

Matching type - If you wish to match the type in the logo, the following fonts were used:

- Pride of Dakota / originals: Freight Sans
- north dakota : Freight Text Pro

## Pride of Dakota Events

**Selling non-Pride of Dakota products at Pride of Dakota events is prohibited. If a member attempts to sell non-Pride of Dakota products at a Pride of Dakota event, it will be asked to stop.** Enforcement action may be taken under N.D.A.C. 7-09-01-10 against a member that does not comply, including revocation of membership and prohibition from participation in future Pride of Dakota events.

Pride of Dakota event vendors must abide by event-specific rules indicated at the time of registration or shared any time prior to or during the event. Those who do not follow rules or display unprofessional behavior toward other vendors, facility staff, customers, or Department of Agriculture staff may be banned from future Pride of Dakota events or have their membership revoked.

Booths at Pride of Dakota events must be manned by an employee or volunteer of the company for a majority of the event.

Exhibitor spaces are assigned using the following criterion:

- First-come, first-served. Booth space locations will be assigned based on vendor requests, in the order which they were received.
- If no specific location request is made, the Department of Agriculture will attempt to place the vendor in the same spot it previously had.
- Primary booth locations will be filled first. Additional spaces out of the main flow of traffic may be opened, if needed, at a lower cost following initial registration. If the room or area containing the additional booth spaces does not fill with vendors, the Department of Agriculture reserves the right to not use the room or area for the show.
- The Department of Agriculture has the right to assign or reassign exhibitor spaces to best benefit the entire showcase event and create a better shopping experience for customers.

## Value-Added, Non-Pride of Dakota Products

**Value-added, non-Pride of Dakota products that meet the following requirements may be sold at Pride of Dakota events:**

- **These items cannot be individually priced or sold.**
- These items can be added to a gift package or “package deal” if the value of the package is not significantly increased. Value-added items must be worth less than 50% of the package’s value (i.e., if your “package deal” or gift package is worth $50, the price can be increased by no more than $25 when including the value-added item for sale).
- Example: Company 123 grows and sells peanuts and offers gift baskets of different flavors for $20. The company may include a nutcracker in its gift baskets and increase the sales cost by up to $10 (which is 50% of the package’s $20 value).
- Specialized packaging, trays, baskets, etc. for gift packages are permitted.

## Contesting Process

If a member or a company interested in becoming a member disagrees with an action or decision of the North Dakota Department of Agriculture under these policies, the company may present its argument to the Pride of Dakota Advisory Council at the Council’s next meeting. Presentation time and discussion will be limited to 15 minutes. The Council will discuss the matter and advise the North Dakota Department of Agriculture on whether to retract or enforce the initial decision. Final authority rests with the Agriculture Commissioner.

# 2026 Showcase Dates

## Pride of Dakota Showcases:

**Dickinson – West River Ice Center** - $125

| | |
|---|---|
| Friday, September 11th | 3pm – 8pm |
| Saturday, September 12th | 9am – 5pm |

**Minot – State Fair Center, Magic Place -** $175

| | |
|---|---|
| Friday, October 23rd | 3pm – 8pm |
| Saturday, October 24th | 9am – 5pm |

## Holiday Showcases:

**Grand Forks – Alerus Center** - $250

| | |
|---|---|
| Friday, November 13th | 12pm – 8pm |
| Saturday, November 14th | 9am – 5pm |

**Fargo – Scheels Arena -** $250

| | |
|---|---|
| Friday, November 20th | 12pm – 8pm |
| Saturday, November 21st | 9am – 5pm |

**Bismarck – Event Center** - $250

| | |
|---|---|
| Friday, December 4th | 12pm – 8pm |
| Saturday, December 5th | 9am – 5pm |

# Booth Amenities

# (included in registration fee)

Booth spaces include: Pipe and drape, 2 chairs, *company sign and *booth number.
***NEW in 2026**: Due to the increase of sign and hook replacement costs post showcases; we are asking that each company please return your company sign, booth number sign and hooks in your booth to the registration table after the showcase. Any missing signs or hooks will result in a $30 replacement fee billed to the company after the show. Thank you for helping us keep our showcase costs down so we can keep offering opportunities that promote you at shows instead!*

## Additional booth add-ons

Other booth amenities for purchase:

Tables - $15 (prior to showcase), $30 (day of showcase),

Tablecloths for sale only – $5 (limited amount left, will not be available at every show)

Electrical - $25

## Additional company advertising add-ons

Promotional items for purchase (extra showcase exposure):

**BEK TV Made Local Interview – Bismarck showcase only - $125**

Airs on BEK TV Made Local show mid-December for additional exposure

**KFYR or KVLY North Dakota Today interview – $125**

Live in studio (must be able to travel to Bismarck or Fargo on assigned date)

**Videoboard advertising - $50**

Company ad on the videoboard (Grand Forks and Fargo only)

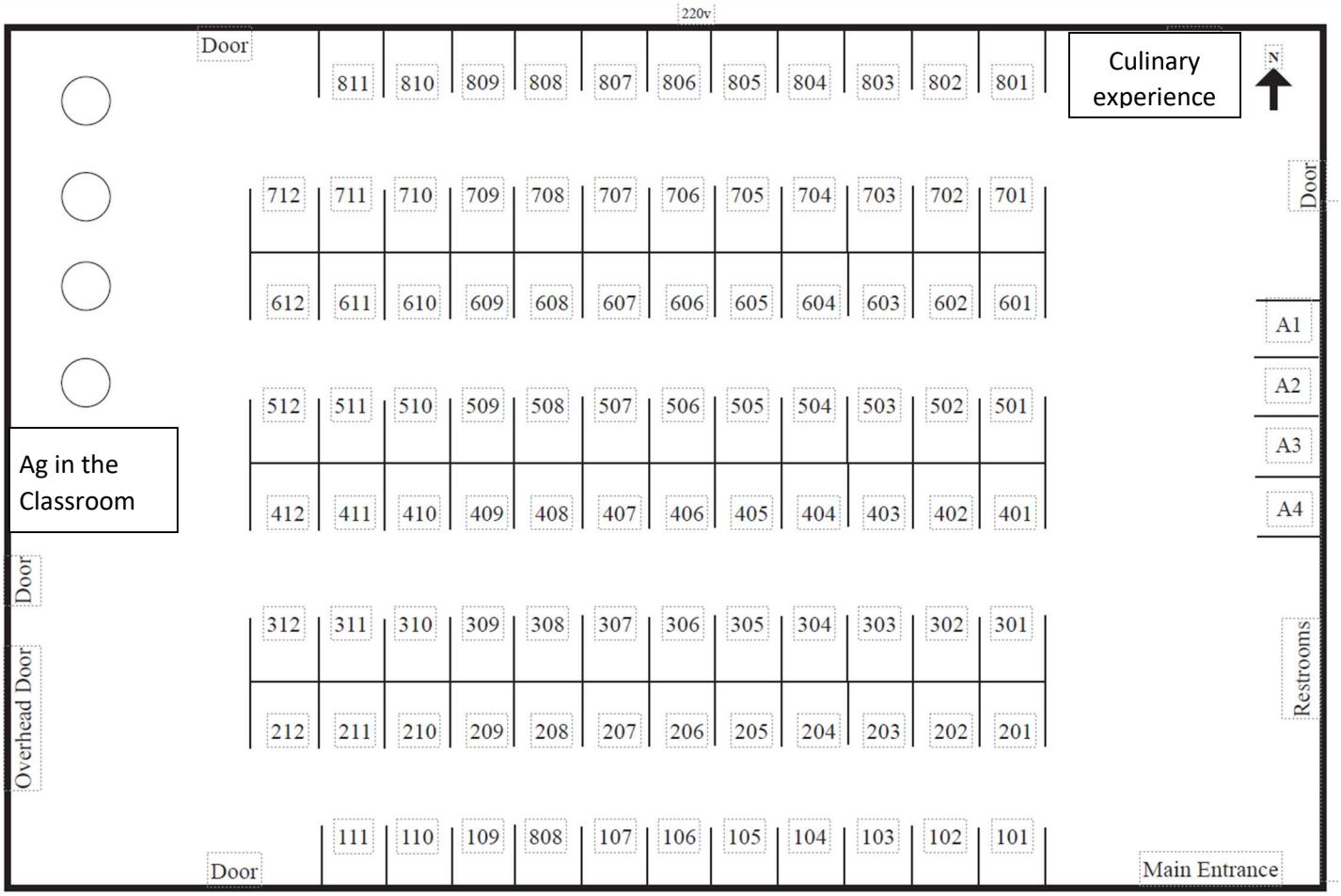
**Culinary Experience advertising - $25 + product**

Feature your products in the cooking demos (Dickinson, Minot and Bismarck only)

**Live Radio Remotes – ND State Fair, Grand Forks, Fargo, Bismarck - $0**

(Radio remotes first come, first serve)

# Dickinson Floor Plan 2026




*The booths marked with an "A" (Alcohol) must be separate from the other booths due to city ordinance. Wine and Beer Companies may choose any location on the map. Only liquor must choose the A1 – A4 booths.*

*We cannot provide electricity to the 400 and 500 booths.*

## Attendance History:

2019 – 3,119 Attendees – 72 booths

2020 – 1,642 Attendees – 41 booths

2021 – 2,350 Attendees – 60 booths

2022 – 3,440 Attendees – 59 booths

2023 - 2,255 Attendees – 58 booths

2023 - 2,255 Attendees – 58 booths

2024 - 2,585 Attendees – 53 booths

***2025 – 3,469 Attendees – 75 booths (record year)**

prideofdakota.nd.gov

## SETUP TIMES

| | |
|---|---|
| Thursday, Sept. 10 | 2pm - 6pm MT |
| Friday, Sept. 11 | 8am - 2pm MT |

## SHOW HOURS

| | |
|---|---|
| Friday, Sept. 11 | 3pm - 8pm MT |
| Saturday, Sept. 12 | 9am - 5pm MT |

## SALES TAX

**6.5%**

## CONTACT

Katrina Hanenberg
W: 701-328-2307
C: 701-226-5619
kmhanenberg@nd.gov or
pod@nd.gov



# DICKINSON

## PRIDE OF DAKOTA SHOWCASE PARTICIPANT LETTER

### WELCOME!

Thank you for registering for the Dickinson Pride of Dakota showcase!

Below are details for the Dickinson Showcase held September 11th & 12th at the West River Ice Center, 1865 Empire Road in Dickinson.

Public admission is FREE thanks to a continued sponsorship with Bank of North Dakota College Save Plan.

Pride of Dakota shopping bags will be distributed to companies, while supplies last. We ask that you bring your own bags in case supplies run out.

Remember to buy POD stickers online prior to the event if you need them. New POD logo stickers will start shipping August 1st, 2026.

### MAPS & PROVISIONS

**Map Review:** Map adjustments for tables and electricity must be emailed to Katrina PRIOR to the showcase. There are no included covered tables. If you would like a tablecloth, they are for sale, we only have a limited inventory left. We no longer provide tablecloths; you will need to provide your own. All tablecloths must be fabric and floor length, no plastic!

**Electrical Booth Notes:** Outlets are located along the outside walls. We are unable to run electricity to the 400 & 500 rows. If you requested electricity, your booth may have to be adjusted to accommodate your electrical needs as we will have to run electricity to you. You will need to bring your own extension cords (50 foot).

**Chairs:** Steel folding chairs are available at the facility. Carts will be on the show floor until 3pm Friday for you to pick up a chair. Staff will not put out chairs.

**Moving Carts:** There are a few carts available at this facility. If possible, please bring your own cart for move-in/out.

**Wi-Fi:** Wi-Fi links will be provided to vendors at check-in. Wi-Fi can be limited at this venue, so if you have a hot spot, we recommend you utilize that option.

**Load/Unload:** There are large overhead doors located on the West side of the building. This is where most companies load/unload. There are two doors on the south side of the building that can be used as well.

prideofdakota.nd.gov

## HISTORY

Administered by the Business, Marketing and Information Division of the North Dakota Department of Agriculture, the Pride of Dakota program provides member companies with cooperative marketing and promotional events, such as in-store demonstrations, Pride of Dakota Day and Holiday showcases. The program also provides educational opportunities and representation at regional, national and international marketing expositions.

## HOTELS

Hawthorn Suites by Wyndham
1170 Roughrider Blvd
(701) 483-7829
Block Name: Pride of Dakota #478760
Rate: $150 + tax
Block Cut-Off Date: 8/15/2026

TownePlace Suites by Marriott
240 29th St W
(701) 483-4724
Block Name: Pride of Dakota Showcase
Rate: $129 + tax
Block Cut-Off Date: 7/29/2026

My Place Hotels
2431 3rd Ave W.
(701) 483-0300
Block Name: Pride of Dakota Showcase
Rate: $85 + tax (one bed) / $90 + tax (two beds)

## THINGS TO REMEMBER:

Booth space is 10x10 with black draping. Please plan and staff your booth accordingly. Event staff will not provide breaks. Overnight parking is not allowed on Dickinson Parks and Recreation Facilities and Complex properties. To ensure patron safety, keep your product within your 10x10 booth space. This will be policed, and companies will be asked to correct any violations. Repeated violations may result in dismissal from future showcases.

## FOOD / ALCOHOL VENDORS:

- Food vendors must comply with state and local health regulations.
- **If you are offering food/beverage samples, please complete the attached Food and Beverage Authorization requests or you will not be able to give out samples. Alcohol vendors will need to apply for a special event permit with the city.**
- Processed food products and beverages must be labeled with the company name on each item. If an item is processed or produced in North Dakota by a non-resident Pride of Dakota member, the product labeling must state "made / manufactured / processed / produced [as appropriate] in North Dakota.
- Fresh, raw, unprocessed foods (for example, produce items sold at farmers markets or CSAs) grown by a Pride of Dakota member do not need to be labeled as "Grown in North Dakota." However, we would love our new Pride of Dakota Fresh logo to be utilized on these items.

## CONTRACT RULES:

**Staffing/Attendance:** Booths must be set up by 2:00p.m. on Friday, September 11. Booths must be staffed during all show hours. Exhibitors must not dismantle booths before 5p.m. Saturday, September 12. Exhibitors that do may be subject to a $100 fee. If the fee is not paid, the exhibitor may not be allowed to participate in future Pride of Dakota shows.

**Booth Provisions:** Each booth will include: eight-foot back drapes, three-foot side drapes and rail, and a booth identification sign. Exhibitors are responsible for additional signage, materials, or equipment in their booth, including electricity, extra tables, and internet or phone access. Booth furnishings, displays, equipment, and carts may not be placed outside of the assigned booth area. Exhibitors shall not block aisles when visiting with customers. Loud noise, such as music or recorded advertisements, and other activities that the Ag Department considers distracting to other exhibitors or the public, or otherwise inconsistent with a professional and safe show, are prohibited.
**NEW: Company/Booth signs and hooks must be returned to the information desk after the showcase. Missing signs and hooks will result in a $30 replacement fee invoiced to the company.**

**Pride of Dakota exclusivity:** Exhibitors may only display and sell Pride of Dakota products made in North Dakota. No exceptions will be made. Product checks will be made by Agriculture Department staff during setup. Non-compliant products will need to be immediately removed. Failure to follow this guideline will result in dismissal from the Pride of Dakota showcase.

**Show Manager Authority:** The Show Manager represents the Department of Agriculture and has the authority to set policies for the show. This includes making booth adjustments if necessary. An exhibitor that does not follow the policies or the terms of the contract may be removed and excluded from future Pride of Dakota shows.

**Southwestern District Health Unit**
528 21st Street W, Dickinson, ND 58601; (701) 483-0171; (800) 697-3145

# AUTHORIZATION REQUEST TO DISTRIBUTE FOOD AND/OR BEVERAGE SAMPLES

## FOOD AND/OR BEVERAGE VENDORS MUST COMPLETE THE FOLLOWING

This form must be completed and returned NO LATER THAN MIDNIGHT SEPTEMBER 1. This form must be received and approved before you will be allowed to sample your food and/or beverage products at the Showcase.

Please email or mail this form to: ND Department of Agriculture
600 E Boulevard Ave, Dept. 602, Bismarck ND 58505-0020
Email: kathuizenga@nd.gov

Show 2026 Dickinson Pride of Dakota Showcase

Company _____

Address _____

City_____ State_____ Zip_____

Telephone Number_____ Fax Number_____

Contact Name _____

Products your company wishes to sample _____

_____

_____

_____

Size of portions to be sampled _____

Proposed method of dispensing _____

_____

_____

Where is your food prepared/processed? _____

Are you licensed by the state or by a local health district? Yes_____ No_____

If so, where? _____

## Welcome to 2026 North Dakota Pride of Dakota!

Please work with the Office of State Tax Commissioner to obtain a North Dakota sales tax permit if you do not already have one. A sales tax permit is required prior to collecting and remitting taxes.

### Do I need a sales tax permit?

Any business or institution making taxable retail sales of tangible personal property or services is required to hold a North Dakota sales, use, and gross receipts tax permit. For more information on the state's sales and use tax laws, go to **www.tax.nd.gov/guidelines** for guidelines specific to your business.

### Do I need to obtain the permit before making sales?

Yes. You are required to obtain a sales tax permit prior to making the sales in North Dakota.

### How do I register if I do not have a sales tax permit?

Our application is available at **www.tax.nd.gov/tap/application**.

### I already have a sales tax permit. What do I need to do?

Nothing. Report your sales as normal.

### What is the tax rate in Dickinson?

The sales tax rate for sales in Dickinson, ND is 6.5% which includes the State (5%), and Dickinson City (1.5%) taxes.

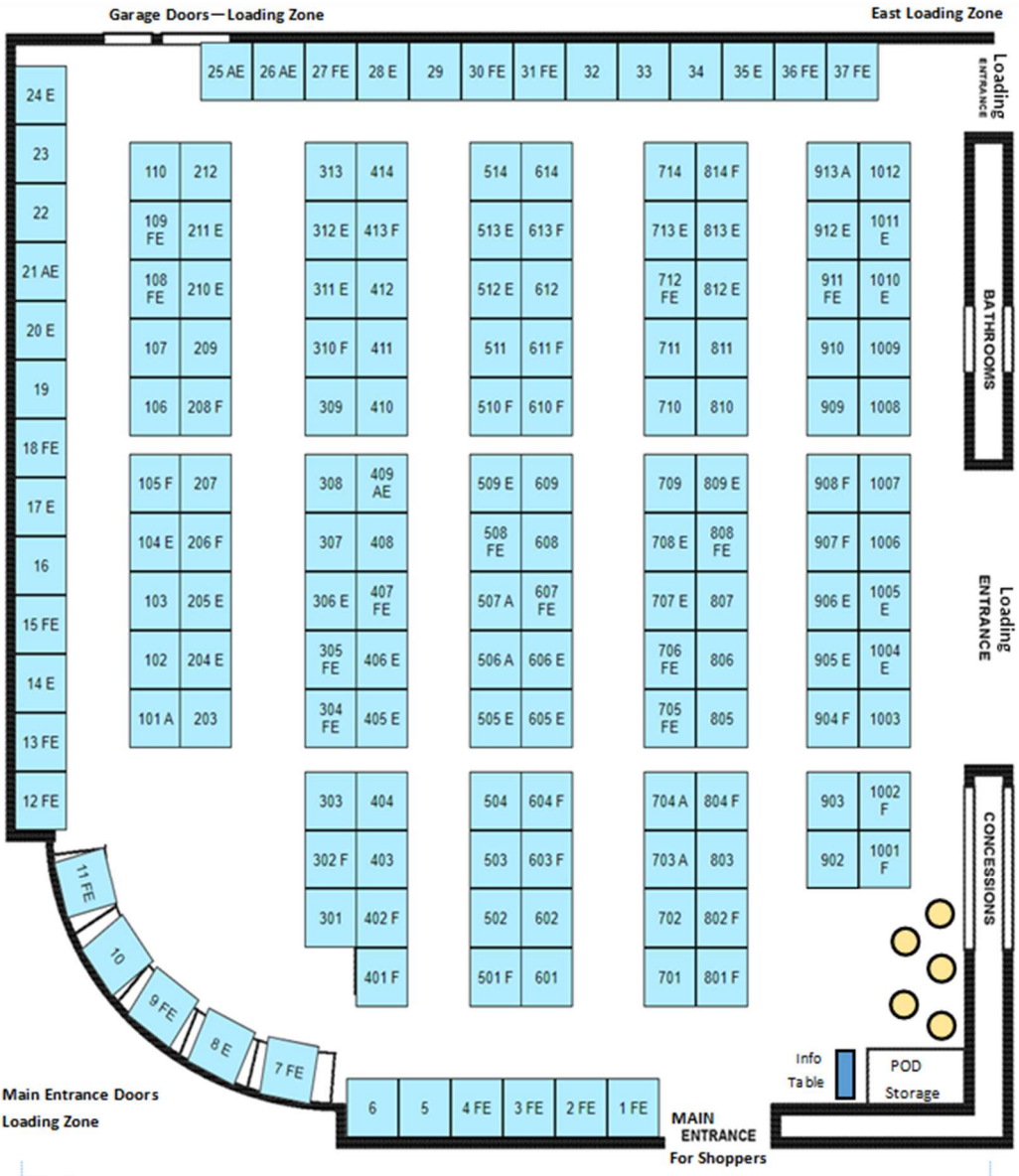
### How do I submit my taxes?

After you obtain your permit, we will mail you a new account letter which will state your return filing expectations.

### Contact Information

Registration Section
Phone: 701-328-1241
Email: taxregistration@nd.gov

# Minot Floor Plan 2026




## Attendance History:

2019 – 8,143 Attendees – 118 Booths

2020 – Cancelled

2021 – 4,635 Attendees – 100 Booths

2022 – 5,197 Attendees – 110 Booths

2023 – 3,769 Attendees – 90 Booths

2024 – 4,118 Attendees – 86 Booths

**2025 – 4,157 Attendees – 133 Booths (gaining momentum again)**

*Alcohol (A), Food (F), and Electrical (E) booths are subject to change. This map is to give you the general view of the layout.*

*There will be an addition of a Pride of Dakota Culinary Stage – Location TBD.*

North Dakota Pride of DAKOTA ORIGINALS

*prideofdakota.nd.gov*

## SETUP TIMES

| | |
|---|---|
| Thursday, Oct. 22 | 2pm - 6pm |
| Friday, Oct. 23 | 8am - 2pm |

## SHOW HOURS

| | |
|---|---|
| Friday, Oct. 23 | 3pm - 8pm |
| Saturday, Oct. 24 | 9am - 5pm |

## SALES TAX

**5.5% (Ward County)**

## CONTACT

Katrina Hanenberg
W: 701-328-2307
C: 701-226-5619
kmhanenberg@nd.gov or
pod@nd.gov



# MINOT

## PRIDE OF DAKOTA SHOWCASE PARTICIPANT LETTER

### WELCOME!

Thank you for registering for the Minot Pride of Dakota showcase!

Below are details for the Minot Pride of Dakota Showcase held October 23rd & 24th in the Magic Place at the ND State Fair Center.

Public admission is FREE thanks to a continued sponsorship with Bank of North Dakota College Save Plan.

Pride of Dakota shopping bags will be distributed to companies, while supplies last. We ask that you bring your own bags in case supplies run out.

Remember to buy POD stickers online prior to the event if you need them. New POD stickers will start shipping August 1, 2026.

### MAPS & PROVISIONS

**Map Review:** Map adjustments for tables and electricity must be emailed to Katrina PRIOR to the showcase. There are no included covered tables. If you would like a tablecloth, they are for sale. Moving forward, we will no longer be providing tablecloths and you will need to provide your own. All tablecloths must be fabric and floor length, no plastic!

**Electrical Booth Notes:** Electrical hubs are setup near your booth if you requested electricity. You will need to bring your own extension cords (50 foot).

**Chairs:** Steel folding chairs are available at the facility. Two chairs will be placed at your booth by venue staff.

**Moving Carts:** There are a few carts available at this facility. If possible, please bring your own cart for move-in/out.

**Load/Unload:** There is a garage door on the southeast corner of Magic Place where you can unload/load. You can also use the main entrance doors. There are doors along the southeast end of the event center after the garage door that are also available to load/unload.

Vendors are welcome to take their trailers to the area around Commerical 2, which is on the northeast area of the fairgrounds after you are done unloading.

**Wi-Fi:** Department will secure Wi-Fi and hand out cards with the login information.

North Dakota Pride of DAKOTA ORIGINALS

*prideofdakota.nd.gov*

## HISTORY

Administered by the Business, Marketing and Information Division of the North Dakota Department of Agriculture, the Pride of Dakota program provides member companies with cooperative marketing and promotional events, such as in-store demonstrations, Pride of Dakota Day and Holiday showcases. The program also provides educational opportunities and representation at regional, national and international marketing expositions.

## HOTELS

Clarion Hotel Convention Center
2200 E Burdick Expy
(701) 441-7077
Block Name: Pride of Dakota
Rate: $95 + tax
Block Cut-Off Date: None

Holiday Inn Express & Suites
300 37th Ave SW
(701) 837-1200
Block Name: Pride of Dakota
Rate: $110 + tax
Block Cut-Off Date: None

Sleep Inn & Suites
2400 10th St SW
(701) 837-3100
Block Name: Pride of Dakota
Rate: $99 + tax
Block Cut-Off Date: 8/21/26

## THINGS TO REMEMBER:

Booth space is 10x10 with blue draping. Please plan and staff your booth accordingly. Event staff will not provide breaks. To ensure patron safety, keep your product within your 10x10 booth space. This will be policed, and companies will be asked to correct any violations. Repeated violations may result in dismissal from future showcases.

## FOOD / ALCOHOL VENDORS:

- Food vendors must comply with state and local health regulations.
- **If you are offering food/beverage samples, please contact Kayla at the First District Health unit at kaprice@nd.gov or 701-852-1376 ext. 121 for additional information. A temporary food license must be completed and submitted 30 days prior to the showcase along with a $40 application fee.**
- Processed food products and beverages must be labeled with the company name on each item. If an item is processed or produced in North Dakota by a non-resident Pride of Dakota member, the product labeling must state "made / manufactured / processed / produced [as appropriate] in North Dakota.
- Fresh, raw, unprocessed foods (for example, produce items sold at farmers markets or CSAs) grown by a Pride of Dakota member do not need to be labeled as "Grown in North Dakota."

## CONTRACT RULES:

**Staffing/Attendance:** Booths must be set up by 2:00p.m. on Friday, October 23. Booths must be staffed during all show hours. Exhibitors must not dismantle booths before 5p.m. Saturday, October 24. Exhibitors that do may be subject to a $100 fee. If the fee is not paid, the exhibitor may not be allowed to participate in future Pride of Dakota shows.

**Booth Provisions:** Each booth will include: eight-foot back drapes, three-foot side drapes and rail, and a booth identification sign. Exhibitors are responsible for additional signage, materials, or equipment in their booth, including electricity, extra tables, and internet or phone access. Booth furnishings, displays, equipment, and carts may not be placed outside of the assigned booth area. Exhibitors shall not block aisles when visiting with customers. Loud noise, such as music or recorded advertisements, and other activities that the Ag Department considers distracting to other exhibitors or the public, or otherwise inconsistent with a professional and safe show, are prohibited.
**NEW: Company/Booth signs and hooks must be returned to the information desk after the showcase. Missing signs and hooks will result in a $30 replacement fee invoiced to the company.**

**Pride of Dakota exclusivity:** Exhibitors may only display and sell Pride of Dakota products made in North Dakota. No exceptions will be made. Product checks will be made by Agriculture Department staff during setup. Non-compliant products will need to be immediately removed. Failure to follow this guideline will result in dismissal from the Pride of Dakota showcase.

**Show Manager Authority:** The Show Manager represents the Department of Agriculture and has the authority to set policies for the show. This includes making booth adjustments if necessary. An exhibitor that does not follow the policies or the terms of the contract may be removed and excluded from future Pride of Dakota shows.

FIRST DISTRICT HEALTH UNIT | ENVIRONMENTAL HEALTH DIVISION
801 11TH AVE SW | MINOT, ND 58701
PHONE 701-852-1376
REVISED NOVEMBER 2024

# TEMPORARY EVENT AND SAMPLING LICENSE APPLICATION

| Establishment Information | |
|---|---|
| Establishment Name | |
| Owner Name | Owner Mailing Address |
| Email Address | Owner Telephone Number |

Type of license needed: ☐ Temporary event ☐ Sampling

"**Sampling**" means a food establishment operation in which food is distributed to individuals by offering small portions of a food item that include as a main ingredient a product sold by the vendor. A sampling license is required if food is TCS and/or removed from package and offered to the public on premises. **Note: only foods with minimal on-site preparation are allowed to be offered under a sampling license (ex. cut fruits and vegetables, beverages, non-TCS foods, and TCS foods that do not require cooking, cooling or reheating).**

"**Temporary Food Establishment**" means a food establishment operation that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or function.

## Event Information

Number of days the food establishment plans to operate within the FDHU 7 county jurisdiction:

☐ Check box if establishment will be operating 14 days or more.

| Event Name | Location | Dates |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

## Food Information

List all foods being offered and describe preparation steps. Attach additional pages as needed.

All foods must be obtained from approved sources. Identify food sources (i.e. name of grocery store).

## Requirements for Sampling and Temporary Events

**Food Safety Education** – All food employees are required to take and pass an approved food safety course.

☐ Verification Attached ☐ Not applicable *If needed, call FDHU inspector for clarification.

**Water, Wastewater, and Refuse** – Indicate water source, wastewater disposal methods, and refuse containers used for food preparation/service, handwashing and the cleaning of food-contact surfaces.

Water supply source: _____ ☐ Not Applicable

Wastewater disposal method*: _____ ☐ Not Applicable

Refuse or garbage:
☐ Dumpster provided by event host
☐ All containers have lids for when not in continuous use

**Wastewater must be discharged into a sanitary sewage system. Dumping any wastewater onto the ground or storm sewer is not allowed.*

**Handwashing Facility** – Required if handling unpackaged food.

☐ Not applicable If applicable, supplies include: ☐ Running, potable water ☐ Soap ☐ Paper towels

**Warewashing/Sanitizer** – Wash utensils in warm, soapy water, rinse, sanitize, air dry. No towel drying.

☐ Not applicable ☐ 3-Bucket system ☐ 3-Compartment sink ☐ Other: _____

Sanitizer type: _____ ☐ Test strips available

**Cold Holding** – TCS Foods must be held at 41°F or below. List cold holding equipment.

**Thermometers**

☐ Thermometers in all cold hold units ☐ Cold hold units set to 41°F or below

☐ Thermometers accessible to check food temperatures ☐ Not applicable

**Food Handling** – Gloves, utensils, tissue paper, etc. shall be used to prevent bare hand contact with ready to eat food.

**FDHU's Requirements for Food and Beverage Establishments** – Review most current Food Code for all requirements.

## STATEMENT OF UNDERSTANDING

**I ATTEST THAT ALL INFORMATION PROVIDED ON THIS APPLICATION AND PLAN REVIEW IS ACCURATE. I AFFIRM THAT BY SUBMITTING THIS APPLICATION I AGREE TO OPERATE THE NAMED FOOD ESTABLISHMENT IN COMPLIANCE WITH THE MOST CURRENT VERSION OF THE *FDHU REQUIREMENTS FOR FOOD ESTABLISHMENTS* AND THAT FDHU SHALL HAVE UNRESTRICTED ACCESS TO THE ENTIRE PREMISES OF THE NAMED ESTABLISHMENT, INCLUDING ANY PERTINENT RECORDS, DURING ANY AND ALL TIMES THAT FOOD IS PRESENT IN OR BEING HANDLED IN THE NAMED ESTABLISHMENT.**

_____ _____ _____

**APPLICANT SIGNATURE** **TITLE** **DATE**

**SUBMIT COMPLETED APPLICATION TO:**

**FIRST DISTRICT HEALTH UNIT**
**801 11TH AVE SW**
**MINOT ND 58701**

*Notify this office immediately if any changes are made to the any of the above items. First District Health Licenses are issued for the calendar year, are non-refundable, and are non-transferable.*

---

| FOR OFFICE USE ONLY | | | | |
|---|---|---|---|---|
| EHP Assigned | Establishment Type | Risk | Fee Amount | Permit No. |
| | | | | |

**Application Approved By:**

_____ _____

**EHP Signature** **Date**

| PAYMENT INFORMATION | | | | |
|---|---|---|---|---|
| Fee Paid | Date Paid | Payment Method | Receipt No. | Received By |
| | | | | |

STATE OF NORTH DAKOTA
OFFICE OF STATE TAX COMMISSIONER
BRIAN KROSHUS, COMMISSIONER

## Welcome to 2026 North Dakota Pride of Dakota!

Please work with the Office of State Tax Commissioner to obtain a North Dakota sales tax permit if you do not already have one. A sales tax permit is required prior to collecting and remitting taxes.

### Do I need a sales tax permit?

Any business or institution making taxable retail sales of tangible personal property or services is required to hold a North Dakota sales, use, and gross receipts tax permit. For more information on the state's sales and use tax laws, go to **www.tax.nd.gov/guidelines** for guidelines specific to your business.

### Do I need to obtain the permit before making sales?

Yes. You are required to obtain a sales tax permit prior to making the sales in North Dakota.

### How do I register if I do not have a sales tax permit?

Our application is available at **www.tax.nd.gov/tap/application**.

### I already have a sales tax permit. What do I need to do?

Nothing. Report your sales as normal.

### What is the tax rate at the State Fair Grounds?

The sales tax rate for sales at the North Dakota State Fair Grounds is **5.5%** which includes the State (5%) and Ward County (0.5%) taxes.

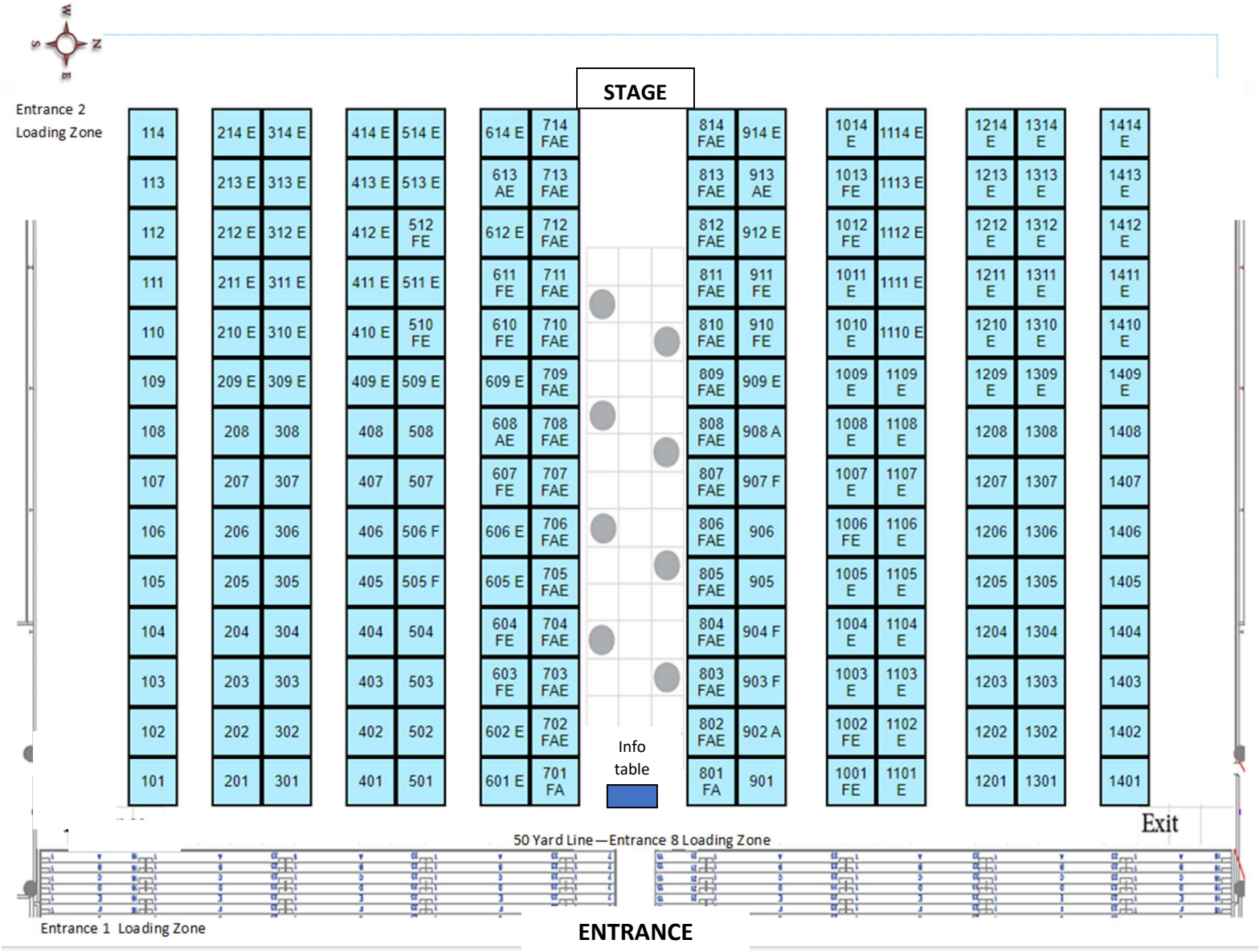
### How do I submit my taxes?

After you obtain your permit, we will mail you a new account letter which will state your return filing expectations.

### Contact Information

Registration Section
Phone: 701-328-1241
Email: taxregistration@nd.gov

# Grand Forks Floor Plan 2026




*Alcohol (A), Food (F), and Electrical (E) booths are subject to change. This map is to give you the general view of the layout.*

## Attendance History

2018 – 8,019 Attendees – 130 Booths

2019 – 10,427 Attendees – 134 Booths

2020 – 3,139 Attendees – 89 Booths

2021 – 5,800 Attendees – 114 Booths

2022 – 7,953 Attendees – 117 Booths

2023 – 8,110 Attendees – 122 Booths

2024 – 9,336 Attendees – 121 Booths

*** 2025 – 9,273 Attendees – 187 Booths (3rd highest record)**

# GRAND FORKS

## PRIDE OF DAKOTA SHOWCASE PARTICIPANT LETTER

*prideofdakota.nd.gov*

### SETUP TIMES

| | |
|---|---|
| Thursday, Nov 12 | 2pm - 7:30pm |
| Friday, Nov 13 | 8am - 11am |

### SHOW HOURS

| | |
|---|---|
| Friday, Nov 13 | 12pm - 8pm |
| Saturday, Nov. 14 | 9am - 5pm |

### SALES TAX

**7.25%**

### CONTACT

Katrina Hanenberg
W: 701-328-2307
C: 701-226-5619
kmhanenberg@nd.gov or
pod@nd.gov



### WELCOME!

Thank you for registering for the Grand Forks Pride of Dakota showcase!

Below are details for the Grand Forks Pride of Dakota Showcase held November 13th and 14th at the Alerus Center, 1200 S 42nd St. Grand Forks, ND.

Public admission is FREE thanks to a continued sponsorship with Bank of North Dakota College Save Plan.

Pride of Dakota shopping bags will be distributed to companies, while supplies last. We ask that you bring your own bags in case supplies run out.

Remember to buy POD stickers online prior to the event if you need them. New POD stickers will start shipping August 1, 2026.

### MAPS & PROVISIONS

**Map Review:** Map adjustments for tables and electricity must be emailed to Katrina by Monday, November 9. There are no included covered tables. If you would like a tablecloth, they are for sale. Moving forward, we will no longer be providing tablecloths and you will need to provide your own. All tablecloths must be fabric and floor length, no plastic!

**Electrical Booth Notes:** Electricity is dropped from the ceiling in this facility. The Alerus center staff drop the electrical hub near your booth if you requested electricity, you must bring your own extension cords (50 foot). We cannot make changes the day of the show, so please review the map and respond in a timely manner if you need electrical added to your booth. Please request more than one electrical outlet if you are plugging in multiple items, no power strips are allowed due to circuit issues.

**Chairs:** Steel folding chairs are available at the facility. Two chairs will be placed at your booth by venue staff.

**Moving Carts:** There are a few carts available at this facility. If possible, please bring your own cart for move-in/out.

**Load/Unload:** Entrance 1 (main doors), Entrance 2 (SW corner of building), and Entrance 8 (50-yard line).

**Wi-Fi:** Department will secure Wi-Fi and hand out cards with the login information.

North Dakota Pride of DAKOTA ORIGINALS

*prideofdakota.nd.gov*

## HISTORY

Administered by the Business, Marketing and Information Division of the North Dakota Department of Agriculture, the Pride of Dakota program provides member companies with cooperative marketing and promotional events, such as in-store demonstrations, Pride of Dakota Day and Holiday showcases. The program also provides educational opportunities and representation at regional, national and international marketing expositions.

## HOTELS

Please visit the following link to book your hotel.
https://www.visitgrandforks.com/where-to-stay/

## THINGS TO REMEMBER:

Booth space is 10x10 with black draping. Please plan and staff your booth accordingly. Event staff will not provide breaks. To ensure patron safety, keep your product within your 10x10 booth space. This will be policed, and companies will be asked to correct any violations. Repeated violations may result in dismissal from future showcases.

## FOOD / ALCOHOL VENDORS:

- Food vendors must comply with state and local health regulations.
- **Wine & Spirits vendors, you must complete a Class 11 liquor permit with the City of Grand Forks. Food vendors if you are giving out samples, you will need to fill out the food sampling form with the Alerus Center.**
- Processed food products and beverages must be labeled with the company name on each item. If an item is processed or produced in North Dakota by a non-resident Pride of Dakota member, the product labeling must state "made / manufactured / processed / produced [as appropriate] in North Dakota.
- Fresh, raw, unprocessed foods (for example, produce items sold at farmers markets or CSAs) grown by a Pride of Dakota member do not need to be labeled as "Grown in North Dakota."

## CONTRACT RULES:

**Staffing/Attendance:** Booths must be set up by 11:00a.m. on Friday, November 13. Booths must be staffed during all show hours. Exhibitors must not dismantle booths before 5p.m. Saturday, November 14. Exhibitors that do may be subject to a $100 fee. If the fee is not paid, the exhibitor may not be allowed to participate in future Pride of Dakota shows.

**Booth Provisions:** Each booth will include: eight-foot back drapes, three-foot side drapes and rail, and a booth identification sign. Exhibitors are responsible for additional signage, materials, or equipment in their booth, including electricity, extra tables, and internet or phone access. Booth furnishings, displays, equipment, and carts may not be placed outside of the assigned booth area. Exhibitors shall not block aisles when visiting with customers. Loud noise, such as music or recorded advertisements, and other activities that the Ag Department considers distracting to other exhibitors or the public, or otherwise inconsistent with a professional and safe show, are prohibited.
**NEW: Company/Booth signs and hooks must be returned to the information desk after the showcase. Missing signs and hooks will result in a $30 replacement fee invoiced to the company.**

**Pride of Dakota exclusivity:** Exhibitors may only display and sell Pride of Dakota products made in North Dakota. No exceptions will be made. Product checks will be made by Agriculture Department staff during setup. Non-compliant products will need to be immediately removed. Failure to follow this guideline will result in dismissal from the Pride of Dakota showcase.

**Show Manager Authority:** The Show Manager represents the Department of Agriculture and has the authority to set policies for the show. This includes making booth adjustments if necessary. An exhibitor that does not follow the policies or the terms of the contract may be removed and excluded from future Pride of Dakota shows.

CITY OF GRAND FORKS
255 N 4th Street, Grand Forks, ND 58203
Phone: 701-746-2626 Fax: 701-795-3740

For Office Use Only:
License #

# CLASS 11 APPLICATION FOR SPECIAL OR LIMITED LICENSE TO SELL ALCOHOLIC BEVERAGES AT DESIGNATED PREMISES

| BUSINESS / ORGANIZATION INFORMATION: | | |
|---|---|---|
| **Licensee Name:** | | **Local License #**<br><br>**State License #** |
| **Address:** | | |
| **City:** | **State:** | **Zip:** |
| **Business Phone Number:** | **Contact Person:** | |
| **Email Address:** | | |

| EVENT INFORMATION: | | |
|---|---|---|
| **Event Date(s)** | | **Number of sites:** |
| November 13 & 14, 2026 | | 1 |
| **Event Name:** | Pride of Dakota Showcase | |
| **Event Location(s):** | Alerus Center 1200 S 42nd St, Grand Forks - Arena Floor | |
| **Description of Event:** | A sales event, showcasing products made, manufactured, processed or produced in North Dakota. | |
| **Day of Event Contact Person:** | | **Phone Number at Site:** |
| Katrina Hanenberg | Pride of Dakota Specialist | 701-328-2307 |

**Fees: $55 Per Event / Location**

**Please complete form and submit with fee to: City of Grand Forks, Finance and Administrative Services, PO Box 5200, Grand Forks, ND 58206-5200.**

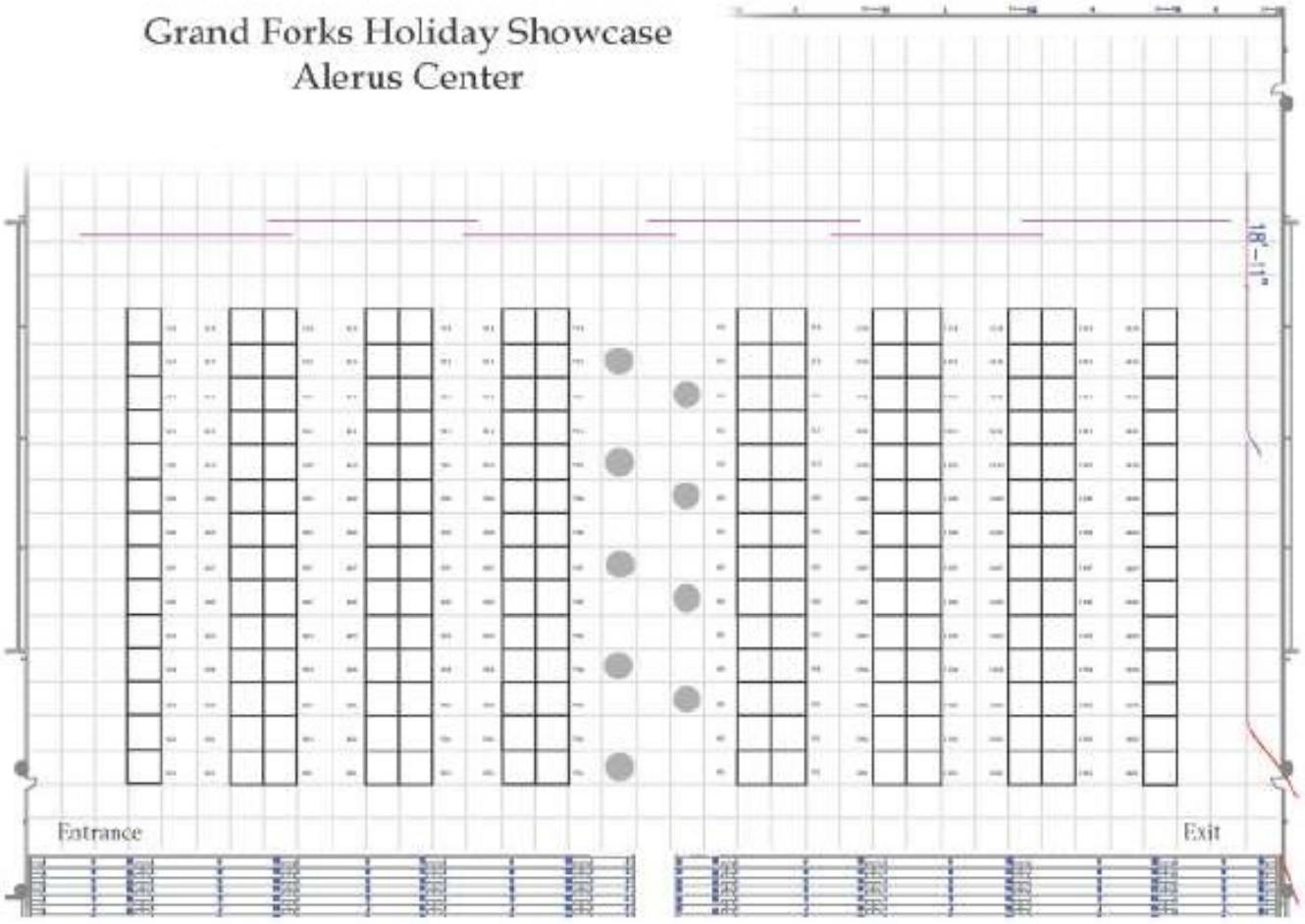
**License issuance is subject to inspection and approval of the City Attorney. Failure to comply with current regulations and codes for this license may result in revocation of license. By signing below I agree to abide by the regulations associated with this license.**

**Signature** _____

## Premises Description:

Do Premises meet local and state requirements regarding sanitation and safety? Yes ☑ No ☐

Draw a clear and understandable floor plan of the premises. Show all exits, bars, dining areas (if any), beverage coolers and beverage storage areas. Indicate which are solid walls, half walls, dividers, and movable partitions. If any area is enclosed by fences or the like, explain type and height.




What part of the building will be used for the alcoholic beverage business (sale of beverages and consumption of beverages sold)? All ☐ Less than all ☑

If less than all, fully explain and clearly indicate on the floor plan (outline with a different color)

The only sale of alcohol is our beverage companies giving samples to their shoppers

Is there a dining area? Yes ☑ No ☐

If yes, will you serve alcoholic beverages in the dining area? Yes ☐ No ☑

ALERUS CENTER

AlerusCenter.com

701.792.1200

# AUTHORIZATION REQUEST

TO DISTRIBUTE FOOD AND/OR BEVERAGE SAMPLES

Alerus Center provides its own Exclusive Food & Beverage Services. However, exhibitors for some events deem it necessary to provide samples of their food and/or beverage products which is allowed in strict adherence to the criteria and guidelines below. No one is permitted to bring any food and/or beverage into the facilities without expressed written consent from Alerus Center management.

**EXHIBITORS COMPLETE THE FOLLOWING**

Event Name _____ Booth # _____

Company _____

Address _____ City/State/Zip _____

Phone _____ Fax _____ Email _____

Contact _____ On-site Contact _____

Product(s) to be sampled (distributed) _____

_____

_____

Portion size to be sampled (distributed) _____

_____

_____

Proposed method of distributing _____

_____

_____

1. Sampling is allowed only by producers, manufacturers, and exclusive distributors or retailers of the product to be sampled.
2. Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar services) must be purchased through Alerus Center Food & Beverage services - exhibitors may contact our Food & Beverage office for their needs or to request a menu.
3. Sample distribution authorization is granted only to exhibitors of event sponsoring organizations that have executed a Facility Use Agreement with Alerus Center.
4. All authorized samples are limited in size to "bite size" or 2 oz. by weight of food products and 2 oz. by volume of beverage products.
5. Any retail sales of food or beverages intended or readily construed to be for consumption on the premises must be conducted via a third party sales agreement made directly with Alerus Center. Interested exhibitors must contact the facility directly at 701.792.1200, Food & Beverage Department, for details; certificates of insurance will be required. Otherwise, retail sales of food or beverages intended or construed to be for consumption on the premises is strictly prohibited.
6. Exhibitors conducting retail sales of any item must secure the appropriate local, state, and federal certifications and/or licenses as required by law.
7. Certain guidelines and restrictions not contained here may be necessary and will be communicated to exhibitors that are granted authorization to distrnbute samples.
8. Authorization to distribute food and/or beverage samples must be made in writing on this form and signed by
9. Alerus Center management. Exhibitors should keep a copy of this approved form in their exhibit booth.
10. All distribution methods must adhere to local and state health codes as well as generally accepted sanitation standards.

After completion of this form, please save and email the completed form to HENNESSY.LOCSIN@OAKVIEWGROUP.COM

OVG 360

## Welcome to 2026 North Dakota Pride of Dakota!

Please work with the Office of State Tax Commissioner to obtain a North Dakota sales tax permit if you do not already have one. A sales tax permit is required prior to collecting and remitting taxes.

### Do I need a sales tax permit?

Any business or institution making taxable retail sales of tangible personal property or services is required to hold a North Dakota sales, use, and gross receipts tax permit. For more information on the state's sales and use tax laws, go to **www.tax.nd.gov/guidelines** for guidelines specific to your business.

### Do I need to obtain the permit before making sales?

Yes. You are required to obtain a sales tax permit prior to making the sales in North Dakota.

### How do I register if I do not have a sales tax permit?

Our application is available at **www.tax.nd.gov/tap/application**.

### I already have a sales tax permit. What do I need to do?

Nothing. Report your sales as normal.

### What is the tax rate in Grand Forks?

The sales tax rate for sales in Grand Forks, ND is **7.25%** which includes the State (5%), and Grand Forks City (2.25%) taxes.

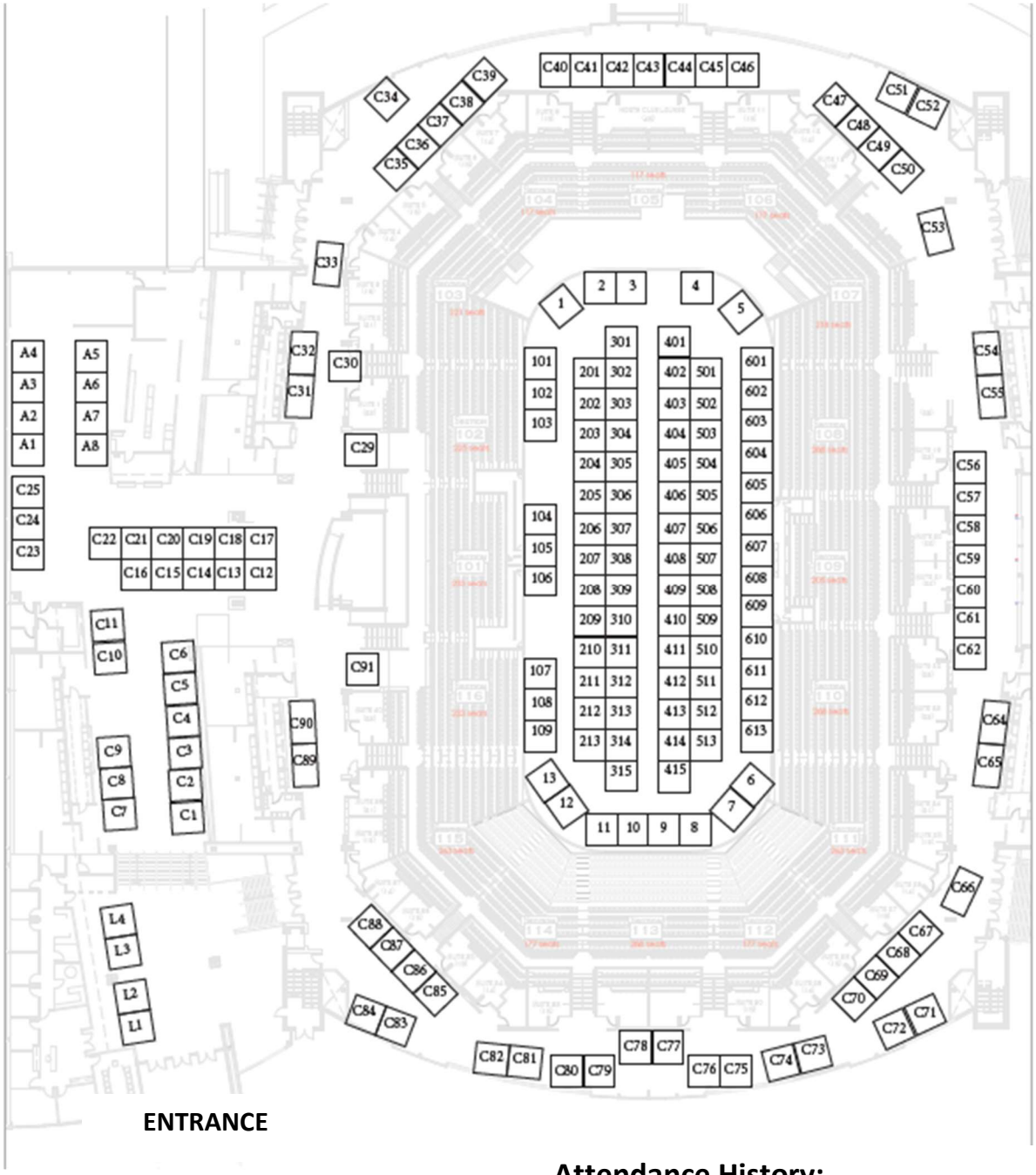
### How do I submit my taxes?

After you obtain your permit, we will mail you a new account letter which will state your return filing expectations.

### Contact Information

Registration Section
Phone: 701-328-1241
Email: taxregistration@nd.gov

# Fargo Floor Plan 2026




**ENTRANCE**

*Alcohol (A), Food (F), and Electrical (E) booths are subject to change. This map is to give you the general view of the layout.*

*ALL BOOTHS are 10x9, so therefore there are no tents allowed at this venue.*

***PLEASE NOTE**: There are additional booth spaces available that are not listed on this map but not online.*

## Attendance History:

2018 – 10,750 Attendees – 145 Booths

2019 – 13,922 Attendees – 149 Booths

2020 – Cancelled

2021 – 9,467 Attendees – 145 Booths

2022 – 9,965 Attendees – 135 Booths

2023 – 12,069 Attendees – 145 Booths

2024 – 12,336 Attendees – 146 Booths

**2025 – 15,242 – 196 Booths (record number)**

# FARGO

## PRIDE OF DAKOTA SHOWCASE PARTICIPANT LETTER

prideofdakota.nd.gov

### SETUP TIMES

| | |
|---|---|
| Thursday, Nov 19 | 2pm - 8pm |
| Friday, Nov 20 | 7am - 11am |

### SHOW HOURS

| | |
|---|---|
| Friday, Nov 20 | 12pm - 8pm |
| Saturday, Nov. 21 | 9am - 5pm |

### SALES TAX

**7.75%**

### CONTACT

Katrina Hanenberg
W: 701-328-2307
C: 701-226-5619
kmhanenberg@nd.gov or
pod@nd.gov



### WELCOME!

Thank you for registering for the Fargo Pride of Dakota showcase!

Below are details for the Fargo Pride of Dakota Showcase held November 20th and 21st at the Scheels Arena, 5225 31st Ave S, Fargo ND 58104.

Public admission is FREE thanks to a continued sponsorship with Bank of North Dakota College Save Plan.

Pride of Dakota shopping bags will be distributed to companies, while supplies last. We ask that you bring your own bags in case supplies run out.

Remember to buy POD stickers online prior to the event if you need them. New POD stickers will start shipping August 1, 2026.

### MAPS & PROVISIONS

**Map Review:** Map adjustments for tables and electricity must be emailed to Katrina by Sunday, November 16. Please make sure you've ordered the correct number of tables as they are limited. There are no included covered tables. If you would like a tablecloth, they are for sale. Moving forward, we will no longer be providing tablecloths and you will need to provide your own. All tablecloths must be fabric and floor length, no plastic.

**Electrical Booth Notes: Electrical hubs are set up near your booth if you requested electricity, you must bring your own extension cords (50 foot) and power strip. This venue is very difficult to feed electricity to everyone. It is imperative you bring your own extension, multiple extension cords, and to sign up or let me know if you need electrical so we are not tripping power boxes. We are no longer able to run electricity to booths 200-515 on the ice.**

**Tents: No tents are allowed at this venue due to all booths being 10x9.**

**Chairs:** Steel folding chairs are available at the facility. Two chairs will be placed at your booth by venue staff.

**Moving Carts:** There are no moving carts available at this facility. Please bring your own cart for move-in/out. We have hired Fettes Movers to help with load in and load out.

**Load/Unload:** You can unload/load at the main (front) entrance on the South side of the building or at the NorthWest corner of the building by the concourse level ramp or at the North side of the building with the large ramp that goes down to ice level. If you are having deliveries made, please contact the Scheels Arena directly at 701-356-7656.

**Wi-Fi:** Is available at no additional cost for the entire show. It is your responsibility to secure a hotspot to increase your bandwith.

*prideofdakota.nd.gov*

## HISTORY

Administered by the Business, Marketing and Information Division of the North Dakota Department of Agriculture, the Pride of Dakota program provides member companies with cooperative marketing and promotional events, such as in-store demonstrations, Pride of Dakota Day and Holiday showcases. The program also provides educational opportunities and representation at regional, national and international marketing expositions.

## HOTELS

Please visit the following link to book your hotel.
https://www.fargomoorhead.org/stay/

## THINGS TO REMEMBER:

Booth space is 10x9 with black draping. Please plan and staff your booth accordingly. Event staff will not provide breaks. To ensure patron safety, keep your product within your 10x9 booth space. This will be policed, and companies will be asked to correct any violations. Repeated violations may result in dismissal from future showcases. Reminder: There are no tents allowed at this venue.

If you are on ice level, please dress accordingly. There is an insulated floor covering on the ice, but it does get chilly. Overnight parking for trailers is permitted along the south edge of the parking lot.

## FOOD / ALCOHOL VENDORS:

- Food vendors must comply with state and local health regulations.
- **Food and beverage companies there is no additional paperwork required for this showcase.**
- Processed food products and beverages must be labeled with the company name on each item. If an item is processed or produced in North Dakota by a non-resident Pride of Dakota member, the product labeling must state "made / manufactured / processed / produced [as appropriate] in North Dakota.
- Fresh, raw, unprocessed foods (for example, produce items sold at farmers markets or CSAs) grown by a Pride of Dakota member do not need to be labeled as "Grown in North Dakota."

## CONTRACT RULES:

**Staffing/Attendance:** Booths must be set up by 11:00am on Friday, November 20. Booths must be staffed during all show hours. Exhibitors must not dismantle booths before 5p.m. Saturday, November 21. Exhibitors that do may be subject to a $100 fee. If the fee is not paid, the exhibitor may not be allowed to participate in future Pride of Dakota shows.

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## Welcome to 2026 North Dakota Pride of Dakota!

Please work with the Office of State Tax Commissioner to obtain a North Dakota sales tax permit if you do not already have one. A sales tax permit is required prior to collecting and remitting taxes.

### Do I need a sales tax permit?

Any business or institution making taxable retail sales of tangible personal property or services is required to hold a North Dakota sales, use, and gross receipts tax permit. For more information on the state's sales and use tax laws, go to **www.tax.nd.gov/guidelines** for guidelines specific to your business.

### Do I need to obtain the permit before making sales?

Yes. You are required to obtain a sales tax permit prior to making the sales in North Dakota.

### How do I register if I do not have a sales tax permit?

Our application is available at **www.tax.nd.gov/tap/application**.

### I already have a sales tax permit. What do I need to do?

Nothing. Report your sales as normal.

### What is the tax rate in Fargo?

The sales tax rate for sales in Fargo, ND is **7.75%** which includes the State (5%), Fargo City (2.25%) and Cass County (0.5%) taxes.

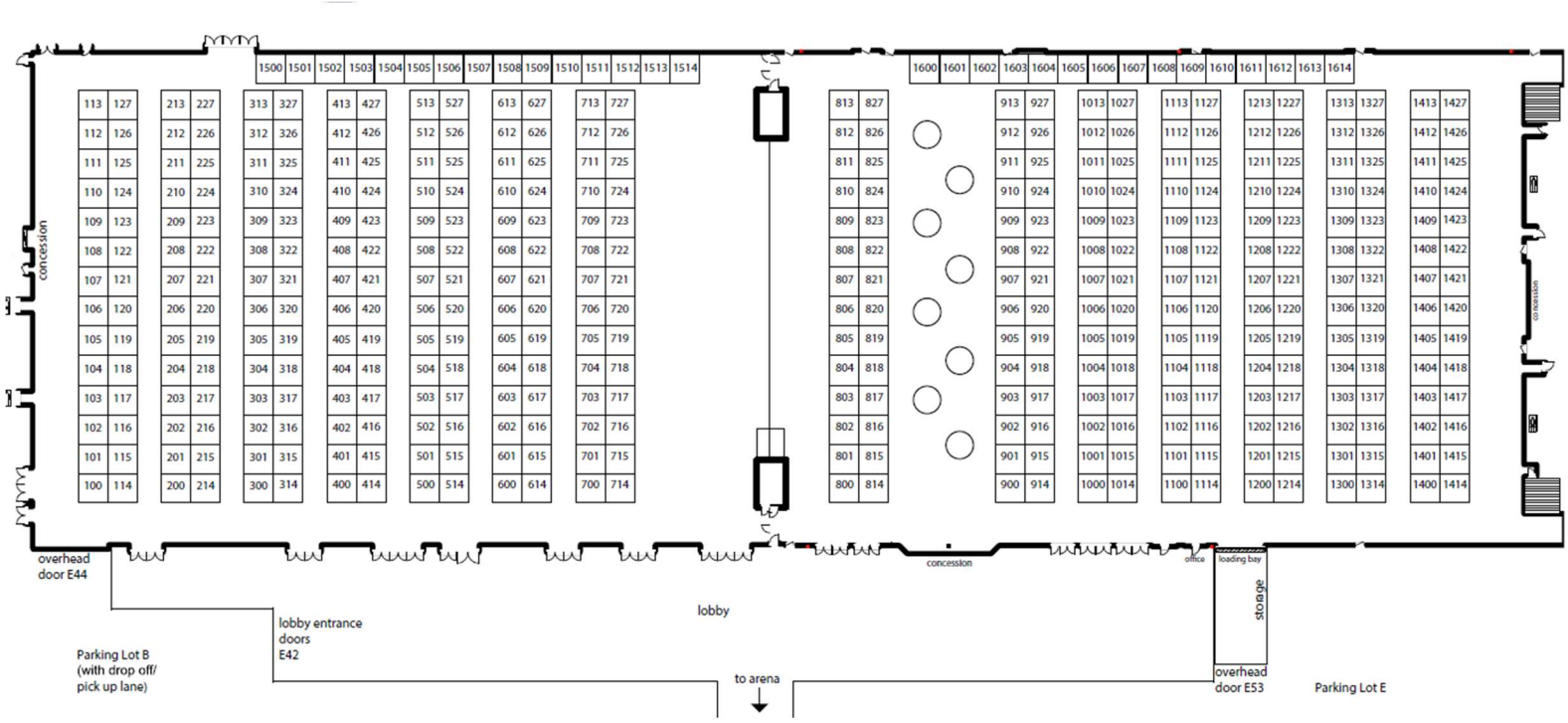
### How do I submit my taxes?

After you obtain your permit, we will mail you a new account letter which will state your return filing expectations.

### Contact Information

Registration Section
Phone: 701-328-1241
Email: taxregistration@nd.gov

# Bismarck Floor Plan 2026




*Alcohol (A), Food (F), and Electrical (E) booths are subject to change. This map is to give you the general view of the layout. Booth numbers may change, but this is the layout.*

## Attendance History:

2018 – 15,041 Attendees – 224 Booths

2019 – 14,857 Attendees – 236 Booths

2020 – 7,179 Attendees – 141 Booths

2021 – 14,404 Attendees – 202 Booths

2022 – 14,176 Attendees – 196 Booths

2023 – 15,900 Attendees – 196 Booths

2024 – 15,471 Attendees – 196 Booths

***2025 – 15,131 Attendees – 321 Booths (4th highest record)**

North Dakota Pride of DAKOTA ORIGINALS

*prideofdakota.nd.gov*

## SETUP TIMES

| | |
|---|---|
| Thursday, Dec 4 | 2pm - 8pm |
| Friday, Dec 5 | 7am - 11am |

## SHOW HOURS

| | |
|---|---|
| Friday, Dec 5 | 12pm - 8pm |
| Saturday, Dec 6 | 9am - 5pm |

## SALES TAX

**8%**

## CONTACT

Katrina Hanenberg
W: 701-328-2307
C: 701-226-5619
kmhanenberg@nd.gov or
pod@nd.gov



# BISMARCK

## PRIDE OF DAKOTA SHOWCASE PARTICIPANT LETTER

### WELCOME!

Thank you for registering for the Grand Forks Pride of Dakota showcase!

Below are details for the Bismarck Pride of Dakota Showcase held December 5th & 6th at the Bismarck Event Center, 315 S 5th St, Bismarck ND 58501.

Public admission is FREE thanks to a continued sponsorship with Bank of North Dakota College Save Plan.

Pride of Dakota shopping bags will be distributed to companies, while supplies last. We ask that you bring your own bags in case supplies run out.

Remember to buy POD stickers online prior to the event if you need them. New POD stickers will start shipping August 1, 2026.

### MAPS & PROVISIONS

**Map Review:** Map adjustments for tables and electricity must be emailed to Katrina by Monday, December 1st. There are no included covered tables. If you would like a tablecloth, they are for sale. Moving forward, we will no longer be providing tablecloths and you will need to provide your own. All tablecloths must be fabric and floor length, no plastic.

**Electrical Booth Notes:** Electrical hubs are setup near your booth if you requested electricity. You must bring your own extension cords (50 foot) to plug into the hub.

**Chairs:** Steel folding chairs are available at the facility. Two chairs will be placed at your booth by venue staff.

**Moving Carts:** There are a few carts available at this facility. If possible, please bring your own cart for move-in/out.

**Load/Unload:** Overhead door E44 or Overhead door E52 may be used for unloading and loading items. You may not use E42 doors.

**Wi-Fi:** THere will be information on Wifi access at the front desk. Exhibitors will be asked to create an account online with the Event Center to access Wifi.

**Parking:** Vendors may park vehicles and restocking trailers ONLY in the east parking lot (Lot E between the building and 7th Street). Cost is $10/day and you can get your passes from the parking lot attendant on Thursday. You will need to reserve this spot with Katrina. First come, first serve!

Trailers not used for restocking and overflow vendor parking is on the south end of Lot D. Handicap parking can be reserved in Lot E for $5 per day. You will pay and get your ticket from the parking lot attendant when you arrive.

prideofdakota.nd.gov

## HISTORY

Administered by the Business, Marketing and Information Division of the North Dakota Department of Agriculture, the Pride of Dakota program provides member companies with cooperative marketing and promotional events, such as in-store demonstrations, Pride of Dakota Day and the Harvest and Holiday showcases. The program also provides educational opportunities and representation at regional, national and international marketing expositions.

## HOTELS

Please visit the following link to book your hotel.
https://noboundariesnd.com/where-to-stay/

The Bismarck CVB will also be setting up an event website for this event, with hotel rates and local tourist information. More information to come.

## THINGS TO REMEMBER:

Booth space is 10x10 with blue back draping. Please plan and staff your booth accordingly. Event staff will not provide breaks. To ensure patron safety, keep your product within your 10x10 booth space. This will be policed, and companies will be asked to correct any violations. Repeated violations may result in dismissal from future showcases.

## FOOD / ALCOHOL VENDORS:

- **Food vendors must comply with state and local health regulations. See attached Health Dept paperwork for any companies wanting to give out food or alcohol samples. This must be filled out prior to the show or you will not be able to give out samples.**
- Processed food products and beverages must be labeled with the company name on each item. If an item is processed or produced in North Dakota by a non-resident Pride of Dakota member, the product labeling must state "made / manufactured / processed / produced [as appropriate] in North Dakota.
- Fresh, raw, unprocessed foods (for example, produce items sold at farmers markets or CSAs) grown by a Pride of Dakota member do not need to be labeled as "Grown in North Dakota."

## CONTRACT RULES:

**Staffing/Attendance:** Booths must be set up by 11:00am on Friday, December 4. Booths must be staffed during all show hours. Exhibitors must not dismantle booths before 5p.m. Saturday, December 6. Exhibitors that do may be subject to a $100 fee. If the fee is not paid, the exhibitor may not be allowed to participate in future Pride of Dakota shows.

**Booth Provisions:** Each booth will include: eight-foot back drapes, three-foot side drapes and rail, and a booth identification sign. Exhibitors are responsible for additional signage, materials, or equipment in their booth, including electricity, extra tables, and internet or phone access. Booth furnishings, displays, equipment, and carts may not be placed outside of the assigned booth area. Exhibitors shall not block aisles when visiting with customers. Loud noise, such as music or recorded advertisements, and other activities that the Ag Department considers distracting to other exhibitors or the public, or otherwise inconsistent with a professional and safe show, are prohibited.
**NEW: Company/Booth signs and hooks must be returned to the information desk after the showcase. Missing signs and hooks will result in a $30 replacement fee invoiced to the company.**

**Pride of Dakota exclusivity:** Exhibitors may only display and sell Pride of Dakota products made in North Dakota. No exceptions will be made. Product checks will be made by Agriculture Department staff during setup. Non-compliant products will need to be immediately removed. Failure to follow this guideline will result in dismissal from the Pride of Dakota showcase.

**Show Manager Authority:** The Show Manager represents the Department of Agriculture and has the authority to set policies for the show. This includes making booth adjustments if necessary. An exhibitor that does not follow the policies or the terms of the contract may be removed and excluded from future Pride of Dakota shows.

A Bismarck temporary food license is required if:

- You are selling any perishable food (i.e.: food that requires temperature control) such as raw meats, cooked meats, food of animal origin, baked foods containing cream, etc.
- You are making/preparing food onsite at the event (Note: A food license is not required if you are only sampling food).

If you meet the criteria listed above, please review the attached temporary food requirements and complete and return the attached temporary food license application to me or our office at least one week prior to the event. If you already have a 2026 Bismarck food license your license is valid for this event, and you don't have to reapply.

Lastly, if you plan to offer food samples, you must follow the required sanitary practices:

• Bare-hand contact with ready-to-eat foods is not permitted; single use-gloves, tissue paper, clean tongs or other serving utensils shall be used when working with food samples.

• Samples shall be in single servings (a customer cannot dip a chip into a salsa; rather a pre-portioned chip and salsa sample must be served).

• Single use sampling utensils must be dispensed in a manner that prevents hand contact with the portion that enters a customer's mouth. In general, this means handles up if stored in a cylinder or all handles closest to the customer if presented on a flat clean serving surface.

• Food samples shall be protected from contamination - the vendors shall closely monitor the food samples and discard all exposed foods if they get contaminated by environmental contaminants (coughing, sneezing, customer handling)

Feel free to reply to this email or call me at 701-355-3401 if you have any questions.

Respectfully,

**Anton Sattler**

Environmental Health Administrator

**City of Bismarck – Bismarck/Burleigh Public Health**

500 E Front Ave

Bismarck, ND 58504

Office: 701-355-3401

Fax: 701-221-6883

Website: bismarcknd.gov

Bismarck-Burleigh Public Health
500 E Front Avenue, Bismarck, ND 58504
701-355-3400 • Fax: 701-221-6883 • Email: bbph@bismarcknd.gov

**FOR OFFICE USE ONLY:**

Date Recvd:_____

Recvd by:_____

Assigned EHS:_____

# TEMPORARY FOOD LICENSE APPLICATION

**This application must be submitted at least one week prior to the first day of the event unless other arrangements are made. Submit completed application with $75.00/unit fee to: Bismarck-Burleigh Public Health (contact info at top of application). Checks are to be made payable to Bismarck-Burleigh Public Health. Incomplete applications will not be processed. Licenses will be issued upon application review and approval by Environmental Health staff.**

_____Number of units/booths/stands X $75.00 =_____Fee Total

Business Name:_____

Mailing Address:_____City:_____State:_____Zip:_____

Applicant's Name & Title:_____Applicant's Phone #:_____

Applicant's Email:_____

List ALL events (dates & locations) that you will operate at:_____

_____

_____

List all of your food suppliers (e.g.: grocery store, wholesaler, restaurant, etc.):_____

_____

Food Preparation Site (All food must be prepared at a licensed kitchen or on-site at event):

☐ Off-site ☐ On-site ☐ Both off-site and on-site

Off-site prep kitchen name/address_____

Type of structure that will be used for food service (i.e.: permanent building, tent/booth, a mobile unit, etc.):_____

_____

List all equipment (i.e.: cooking, hot holding and cold holding) that will be used onsite:_____

_____

_____

Food Transport Method:

☐ Ice Chest ☐ Refrigerated Truck ☐ Cambro ☐ Other_____

Describe where &how will liquid waste be disposed of:_____

_____

Menu Information - List food/beverage products that will be prepared, sold or given away. Use additional sheet if necessary

| Food/Beverage Items | Describe preparation/cooking/cooling/reheating/etc. and where it will occur (onsite/off-site) | Hot or Cold Holding Method (if applicable) |
|---|---|---|
| **Example:** Pulled pork Sandwiches | Cook pork roast to 145F at restaurant. Shred pork and cool to 41F in shallow pan in walk-in cooler. Reheat to 165F using flat top grill onsite. | Hot hold in steam table at ≥ 135F |
| | | |
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y my signature, I acknowledge that I have read Bismarck's "Temporary Food Requirements" handout and agree to comply with these equirements and all other requirements of Bismarck's Food Code. I understand that any changes to information I have supplied in this pplication must be pre-approved by Bismarck's Environmental Health Division and that unauthorized changes or Food Code violations may esult in the suspension or revocation of my temporary food license.

icense Holder's Name (Print)_____

icense Holder's Signature:_____ Date:_____

## Welcome to 2026 North Dakota Pride of Dakota!

Please work with the Office of State Tax Commissioner to obtain a North Dakota sales tax permit if you do not already have one. A sales tax permit is required prior to collecting and remitting taxes.

### Do I need a sales tax permit?

Any business or institution making taxable retail sales of tangible personal property or services is required to hold a North Dakota sales, use, and gross receipts tax permit. For more information on the state's sales and use tax laws, go to **www.tax.nd.gov/guidelines** for guidelines specific to your business.

### Do I need to obtain the permit before making sales?

Yes. You are required to obtain a sales tax permit prior to making the sales in North Dakota.

### How do I register if I do not have a sales tax permit?

Our application is available at **www.tax.nd.gov/tap/application**.

### I already have a sales tax permit. What do I need to do?

Nothing. Report your sales as normal.

### What is the tax rate in Bismarck?

The sales tax rate for sales in Bismarck, ND is **8.0%** which includes the State (5%), Bismarck City (2.0%) and Burleigh County (1.0%) taxes.

### How do I submit my taxes?

After you obtain your permit, we will mail you a new account letter which will state your return filing expectations.

### Contact Information

Registration Section
Phone: 701-328-1241
Email: taxregistration@nd.gov

# Waiver of Liability Forms

This form needs to be signed every year by anyone who works in your booth at the showcases. All participants in your booth only need to sign the form once and it will cover the whole showcase season. One form per company is preferred.

If you have a minor working in your booth, please see attached form for minors.

***PLEASE NOTE: You will be able to complete these forms electronically prior to the showcase. A link will be sent out after registration.**

---

**WAIVER OF LIABILITY, INDEMNIFICATION, AND MEDICAL RELEASE**

To be signed by adults participating in the event.

***Acknowledgment and Assumption of Risk***

I am aware of the dangers and the risks to my person and property involved in participating in the Pride of Dakota 2026 showcase events.

Dickinson, Sept. 11 & 12
Grand Forks, Nov. 13 & 14

Minot, Oct. 23 & 24
Bismarck, Dec. 4 & 5

Fargo, Nov. 20 & 21

**I voluntarily elect to participate in this activity with knowledge of the danger involved, and I hereby agree to accept and assume any and all risks of property damage, personal injury, or death.**

**Waiver of Liability and Indemnification**:

In consideration for being allowed to voluntarily participate in the above-referenced event, on behalf of myself, my personal representatives, heirs, next of kin, successors, and assigns, I hereby:

a. **waive, release and discharge the State of North Dakota** and its agencies, officers, and employees from any and all liability for my death, disability, personal injury, property damages, property theft or claims of any nature which may hereafter accrue to me, and my estate as a direct or indirect result of my participation in the activity or event; and

b. **indemnify, save, and hold harmless the State of North Dakota** and its agencies, officers, and employees of, from and against any and all claims of any nature including all costs, expenses and fees arising out of or resulting from my actions during this activity or event.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident or illness during this activity or event. This release, indemnification, and waiver shall be construed broadly to provide a release, indemnification, and waiver to the maximum extent permissible under applicable law.

I, the undersigned participant, affirm that I am at least 18 years of age and am freely signing this agreement. **I have read this form and fully understand that by signing this form I am giving up legal rights** and/or remedies which may otherwise be available to me regarding any losses I may sustain as a result of my participation. I agree that if any portion is held invalid, the remainder will continue in full legal force and effect.

***READ BEFORE SIGNING THE BACK OF THIS DOCUMENT***

**PARENT'S OR GUARDIAN'S AGREEMENT OF**
**WAIVER OF LIABILITY, INDEMNIFICATION, AND MEDICAL RELEASE**

*To be signed by adult/legal guardian of a participant under 18 years of age.*

***Acknowledgment and Assumption of Risk***

The undersigned parent and/or legal guardian does hereby acknowledge that he/she is aware of the dangers and the risks to the participant's person and property involved in participating in the Pride of Dakota Showcases to be held at the West River Ice Center on September 11 & 12, 2026 or the NDSF Center on October 23 & 24, 2026. The Holiday Showcases to be held at the Scheels Arena on November 20 & 21, 2026; the Alerus Center on November 13 & 14, 2026; and the Bismarck Event Center on December 4 & 5, 2026.

**Nevertheless, the undersigned parent and/or legal guardian acknowledges that the participant voluntarily elects to participate in this activity with knowledge of the danger involved, and the undersigned parent and/or legal guardian hereby agrees to accept and assume any and all risks of property damage, personal injury, or death.**

**Waiver of Liability, Indemnification, and Medical Release**:

In consideration for being allowed to voluntarily participate in the above-referenced event, on behalf of the participant, his/her personal representatives, heirs, next of kin, successors and assigns, the undersigned parent and/or legal guardian forever:

a. **waives, releases, and discharges the State of North Dakota** and its agencies, officers, and employees from any and all liability for the participant's death, disability, personal injury, property damages, property theft or claims of any nature which may hereafter accrue to the participant, and the participant's estate as a direct or indirect result of participation in the activity or event; and

b. **indemnifies, saves, and holds harmless the State of North Dakota** and its agencies, officers, and employees of, from and against any and all claims of any nature including all costs, expenses and fees arising out of or resulting from participant's actions during this activity or event.

Consent is given for the participant to receive medical treatment, which may be deemed advisable in the event of injury, accident or illness during this activity or event. This release, indemnification, and waiver shall be construed broadly to provide a release, indemnification, and waiver to the maximum extent permissible under applicable law.

I, the undersigned parent and/or legal guardian, affirm that I am at least 18 years of age and am freely signing this agreement. **I have read this form and fully understand that by signing this form I am giving up legal rights** and/or remedies which may otherwise be available to the minor participant regarding any losses the participant may sustain as a result of his/her participation. I agree that if any portion is held invalid, the remainder will continue in full legal force and effect.

***READ BEFORE SIGNING***

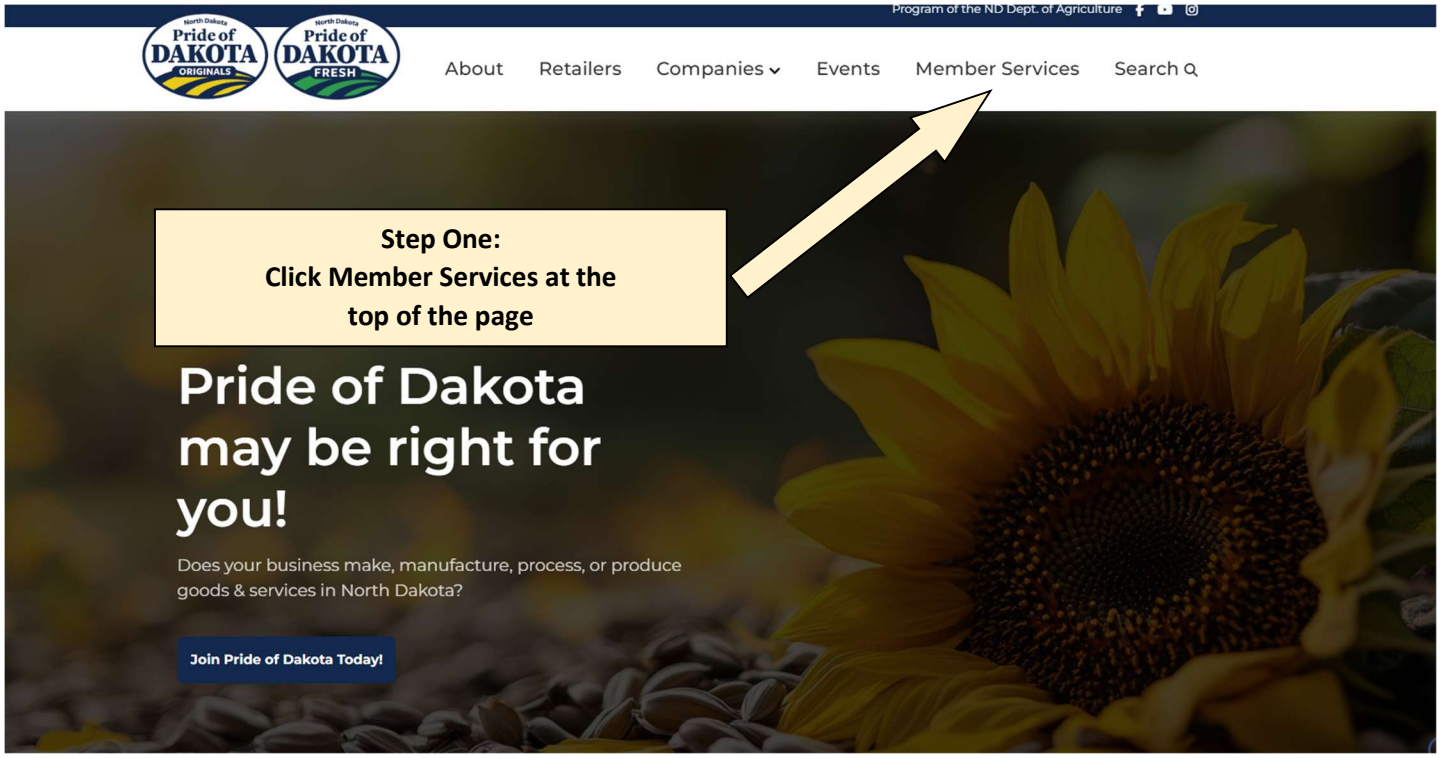
Printed Name of Minor: _____ Age of Minor: _____

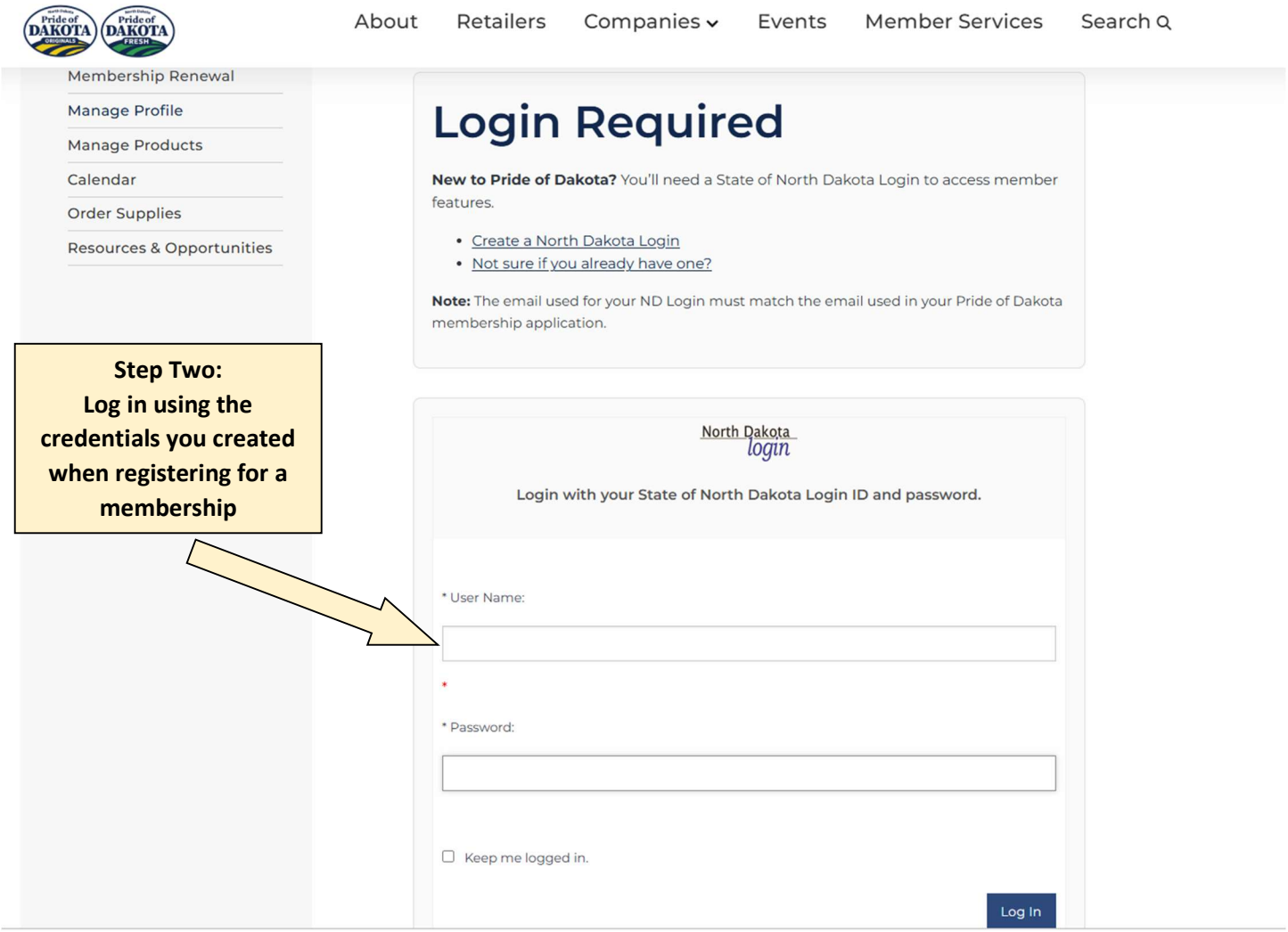
Signature of Parent/Guardian: _____ Date _____

Printed Name of Parent/Guardian: _____ Date _____

POD Company: _____ Witness: _____ Date _____

# Step by Step: Pride of Dakota Event Registration Guide



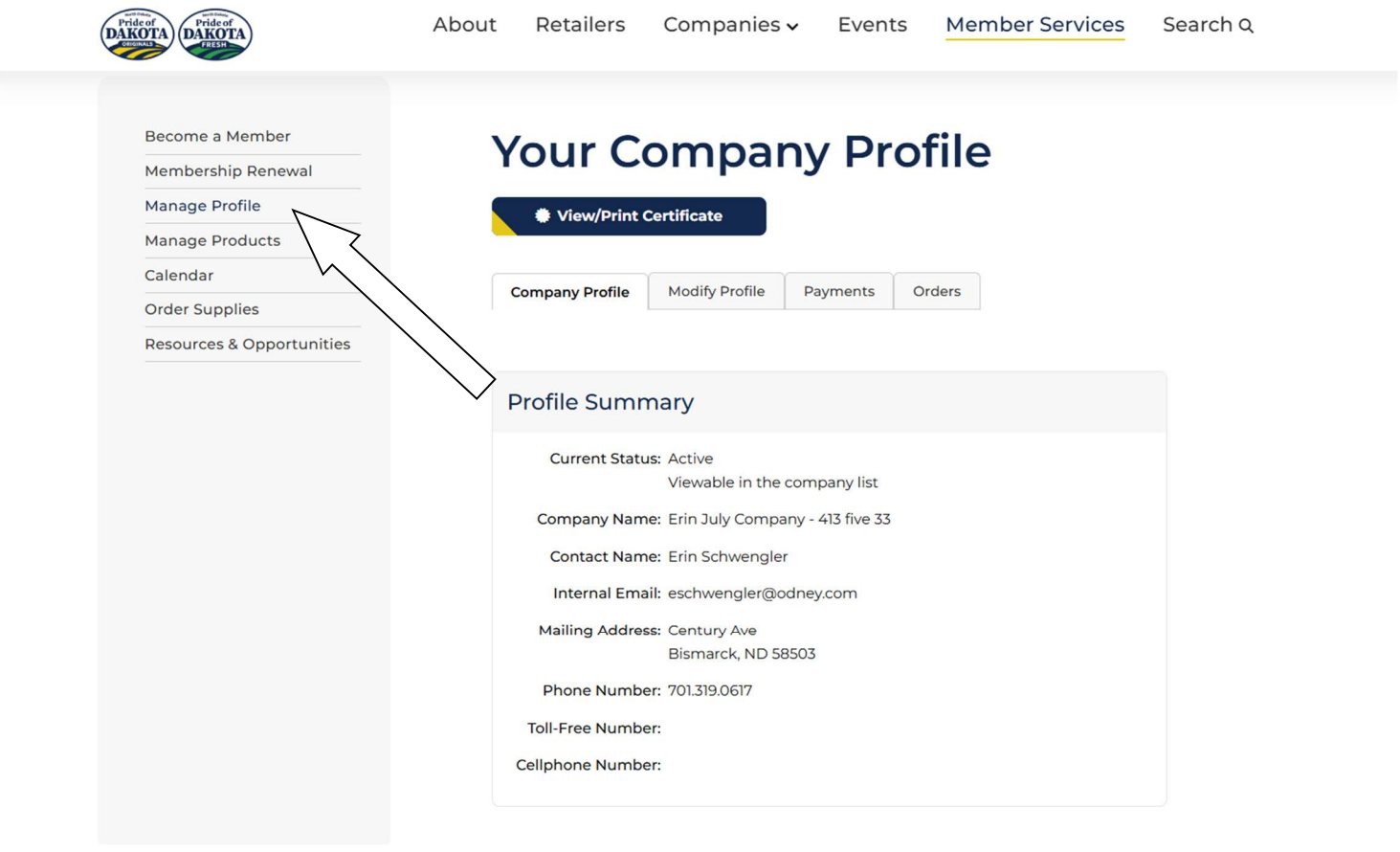
# Welcome to your membership landing page!

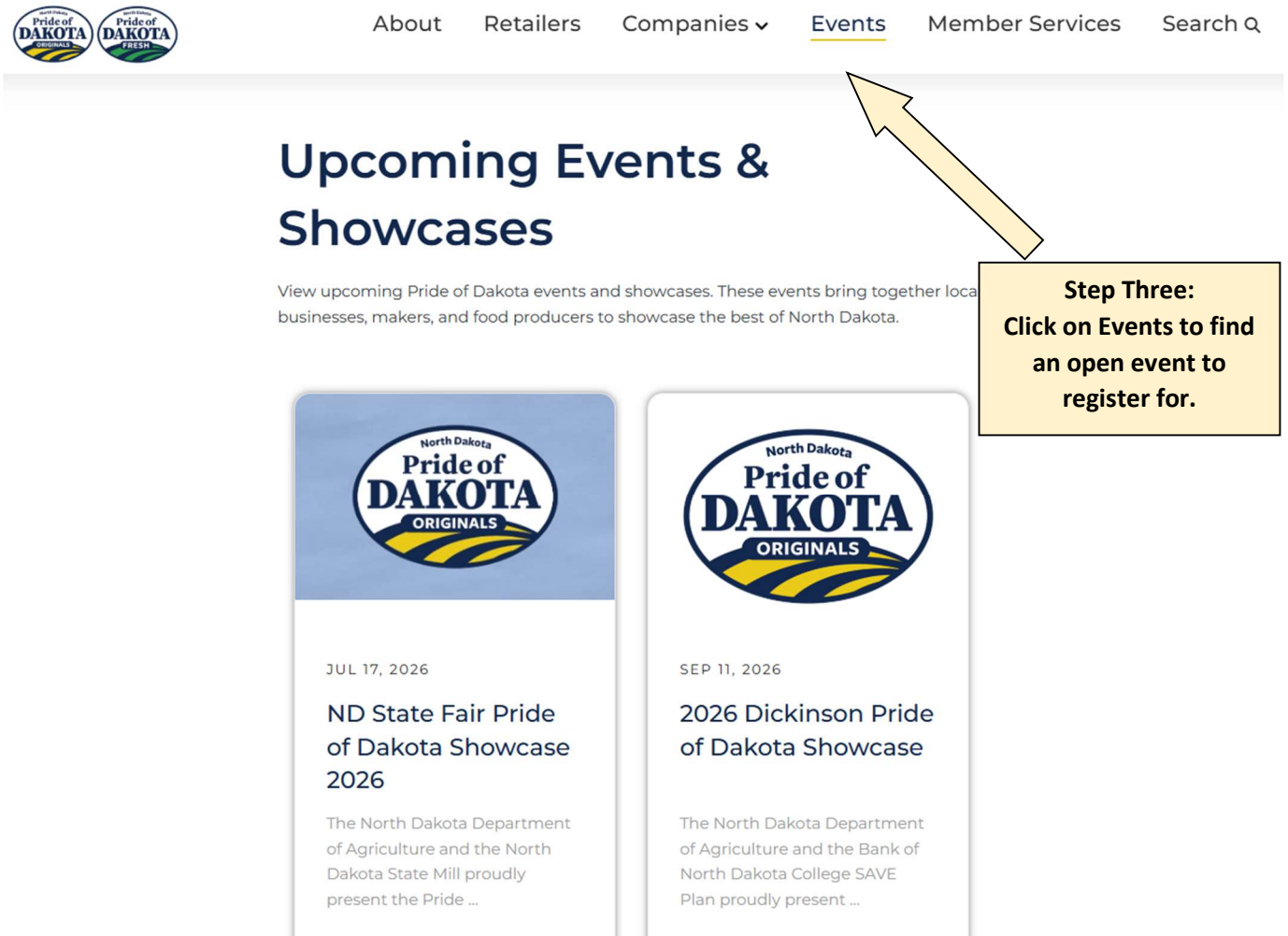
**Using the tabs under Manage Profile you can:**

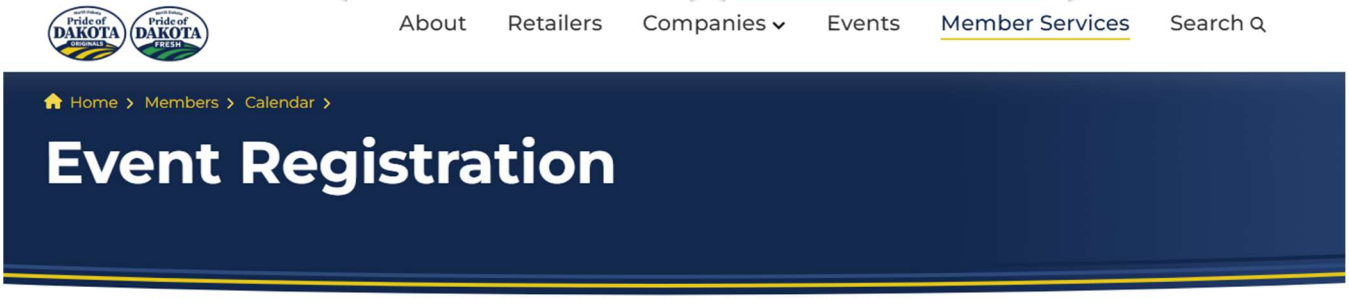
- review your products
- modify your profile
- check on membership status
- review product orders
- check on event registration status

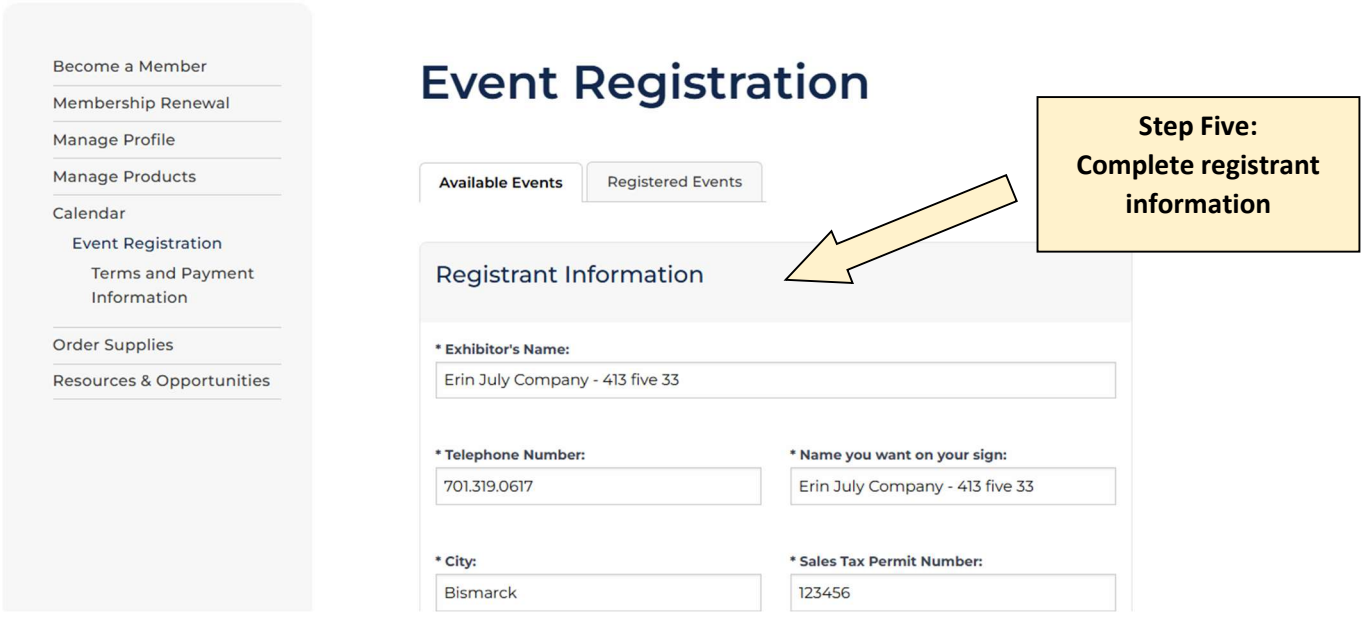
**There is also a menu of items along the left side of the page to get you to member only areas of the webpage including:**

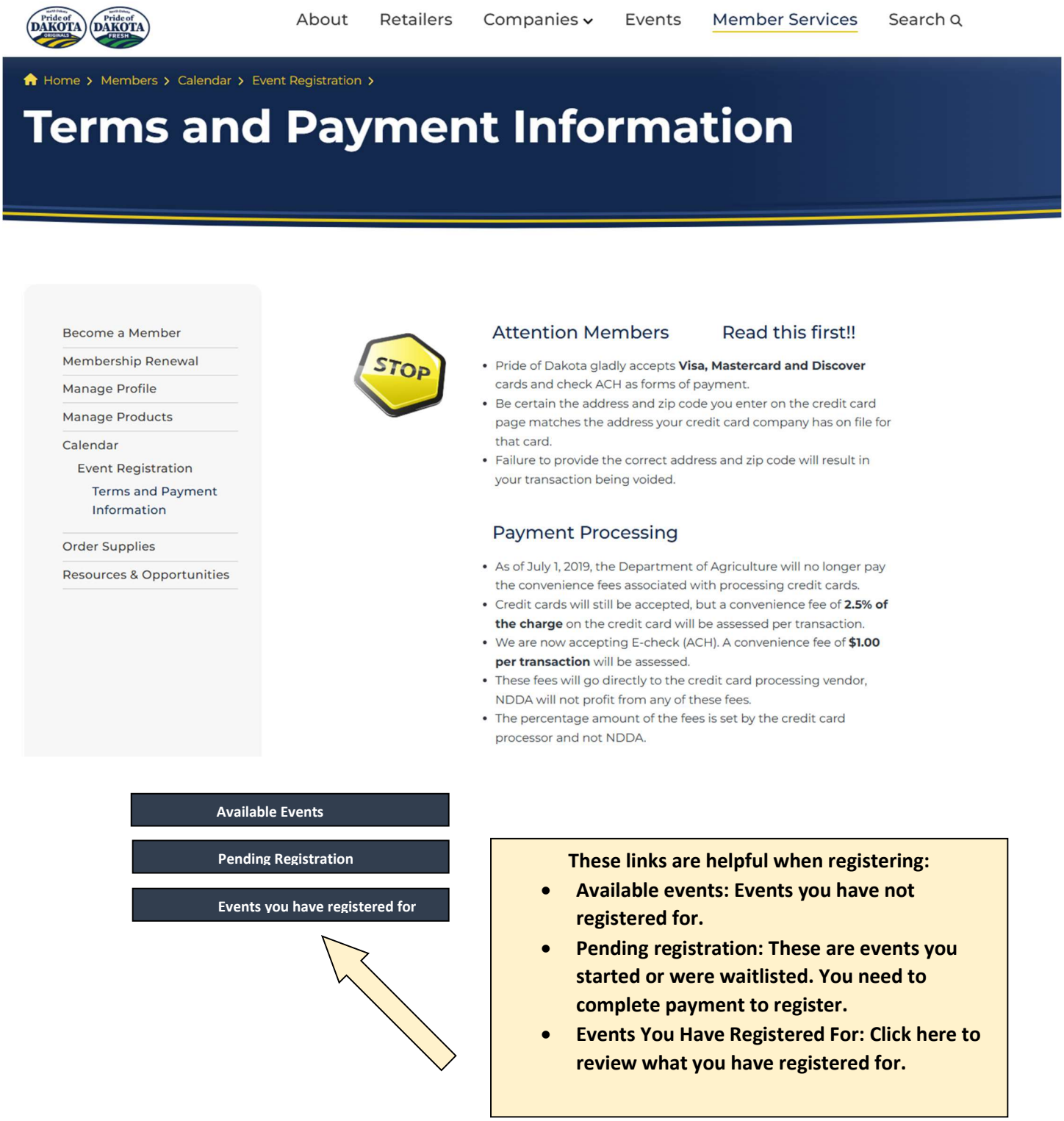
- ordering supplies
- calendar / registration
- resources & opportunities




About
Retailers
Companies
Events
Member Services
Search
Upcoming Events & Showcases
View upcoming Pride of Dakota events and showcases. These events bring together loca
businesses, makers, and food producers to showcase the best of North Dakota.
Step Three:
Click on Events to find an open event to register for.
JUL 17, 2026
ND State Fair Pride of Dakota Showcase 2026
The North Dakota Department of Agriculture and the North Dakota State Mill proudly present the Pride ...
SEP 11, 2026
2026 Dickinson Pride of Dakota Showcase
The North Dakota Department of Agriculture and the Bank of North Dakota College SAVE Plan proudly present ...


About
Retailers
Companies
Events
Member Services
Search
Home › Members › Calendar ›
Event Registration

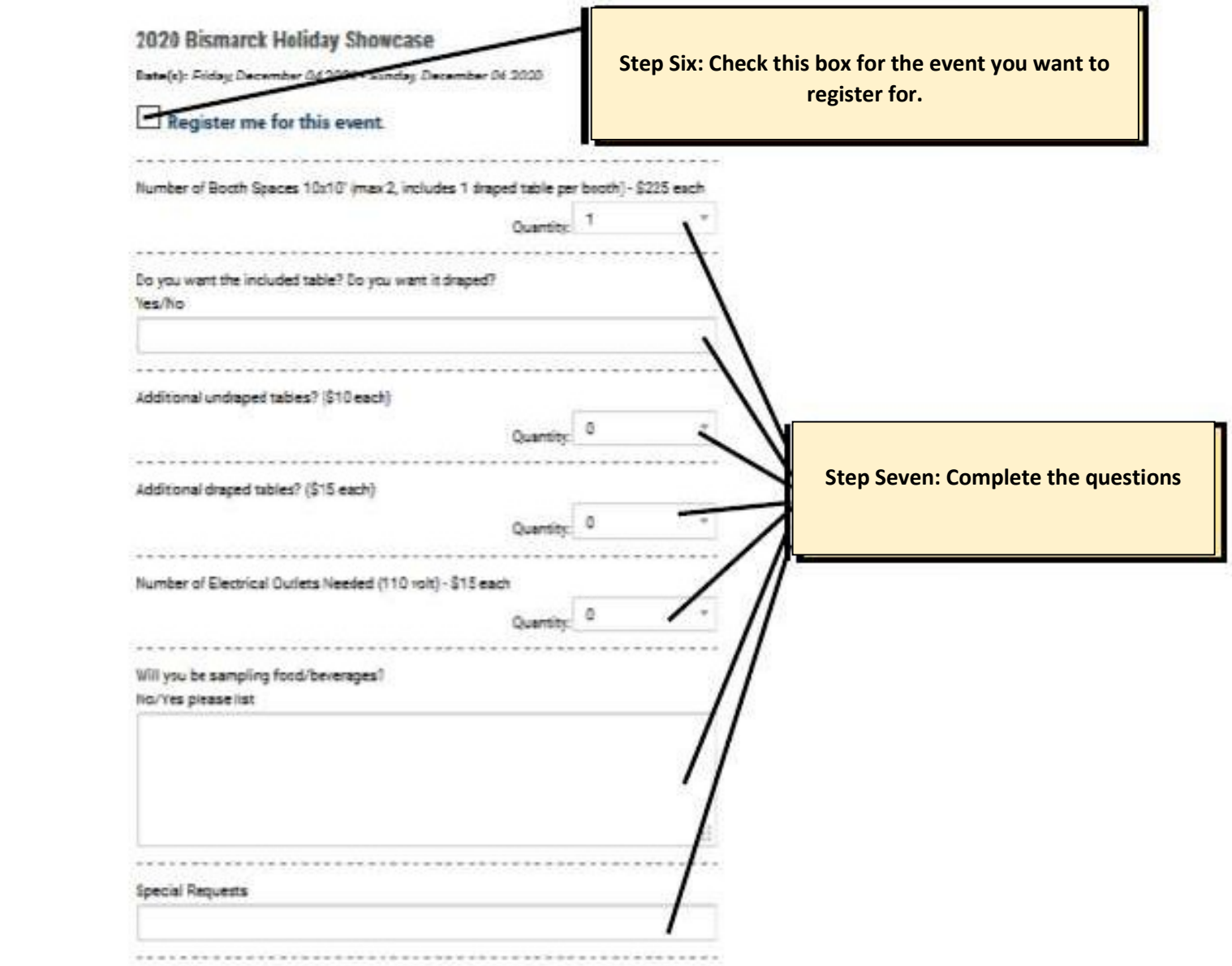

Become a Member
Membership Renewal
Manage Profile
Manage Products
Calendar
Event Registration
Terms and Payment Information
Order Supplies
Resources & Opportunities
Event Registration
Available Events
Registered Events
Step Five:
Complete registrant information
Registrant Information
* Exhibitor's Name:
Erin July Company - 413 five 33
* Telephone Number:
701.319.0617
* Name you want on your sign:
Erin July Company - 413 five 33
* City:
Bismarck
* Sales Tax Permit Number:
123456




**These links are helpful when registering:**

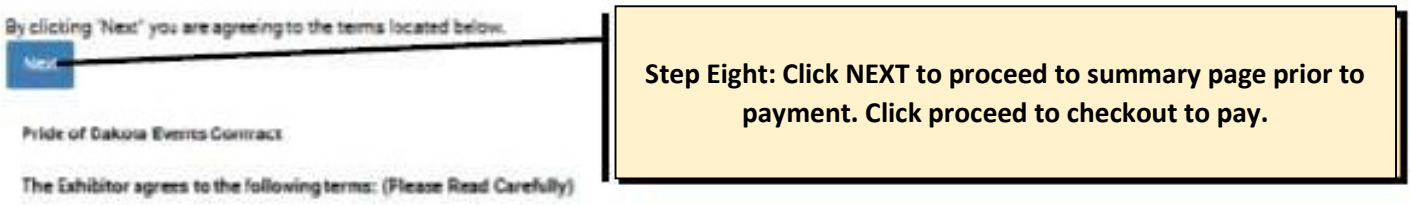
- **Available events: Events you have not registered for.**
- **Pending registration: These are events you started or were waitlisted. You need to complete payment to register.**
- **Events You Have Registered For: Click here to review what you have registered for.**

**To complete an available registration, click the box by register me for this event. Then fill in the rest of the boxes. Scroll to the bottom of the page and find the blue "Next" box.**




**Step Six: Check this box for the event you want to register for.**

**Step Seven: Complete the questions**




**Step Eight: Click NEXT to proceed to summary page prior to payment. Click proceed to checkout to pay.**

Pride of Dakota Events Contract

The Exhibitor agrees to the following terms: (Please Read Carefully)

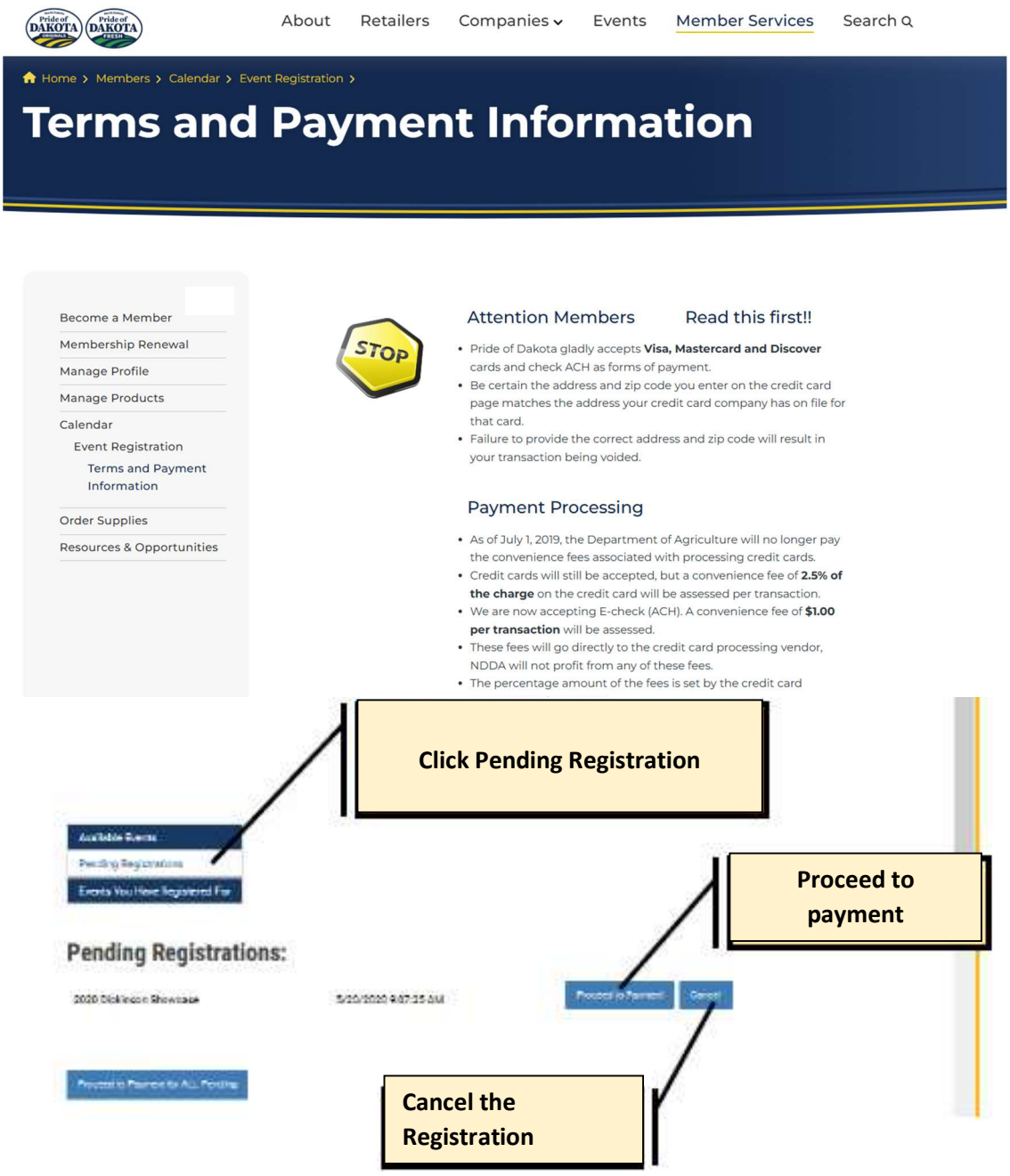
1. **Space Reservations:** Requests for booth space will be considered on a first-come, first-served basis. Once the Department of Agriculture a

# Pending Registration Area

If you started your event registration, clicked next, and the website either locked up or didn't take you to the summary page; that means when you return to "event registration" that event will no longer be in the list. It will be listed here under pending registrations.

**Things you can do here:**

- If you started a registration and changed your mind, you can cancel it here
- If the data in the registration was incorrect in the event summary page (prior to payment), come here to cancel the registration and start over.
- If you were on a waiting list for an event, when approved, your registration will appear here while it is waiting for payment.
- You can proceed to payment for events in this list.



# Pride of Dakota Event Guidelines

**To keep Pride of Dakota showcases professional, clean and safe, we ask that you follow the reminders below:**

- You must have all your belongings moved in one hour prior to showtime and your booth set up a half hour prior to showtime. If you are not set up a half hour to showtime, you will be asked leave and come back in the following day to finish set-up.
- If you are late to the showcase, (we close all move in doors one hour prior to show time) you will not be allowed to set up, and a refund will not be given.
- Purchase tables and electrical at registration time or let the Pride of Dakota Specialist know prior to the showcase if any tables or electrical need to be added to your booth. This helps with knowing where to string electrical, prevents electrical boxes from tripping, and respects Department staff time.
- Always bring an extension cord if you have requested electrical as it is not the Department's responsibility to supply you with one.
- After the showcase, please cut down all your boxes and put them by a garbage or off to the side against a wall. Throw any garbage from your booth in the proper receptacles.
- Do not tear down your booth early. All carts and dollies must remain off the floor until the close of the showcase for the safety of your shoppers. Tearing down early will result in a fee or being excused from doing future showcases.
- Bring backup shopping bags as we have a limited supply at each location.
- Do not bring your vehicle to the loading dock until your booth is all packed up and ready to be loaded. This will prevent the loading dock from being blocked for companies who are ready to move their belongings out.
- ALL items in your booth must be made, manufactured, processed, or produced in North Dakota. You cannot re-sell non-Pride of Dakota items. If we find you are selling non-Pride of Dakota items at your booth, you will be asked to stop and remove them from your booth.
- Distasteful, lewd, or risqué items will not be approved as Pride of Dakota products and cannot be sold at Pride of Dakota-hosted events.
- If you are running under the cottage food act, the following statement must be displayed in your booth or on all your products: "This product is made in a home kitchen and is not inspected by the state or local health department."
- We no longer will be renting tablecloths. Professional tablecloths will be mandatory for each company. We ask that they are skirted on all four sides and touch the floor. We prefer they are black, but you can have tablecloths that match your color scheme.
- All your items must stay within your 10x10 booth space. Items cannot encroach into the aisles.
- No pets or emotional support animals are allowed at the showcases; service dogs are welcome.
- Dress code: Please dress in professional attire as you are representing not only your company but the Pride of Dakota brand.
- Absolutely no alcoholic beverages may be consumed on site at showcases (this excludes sampling during show hours by companies selling these products). Due to the venue's liquor license regulations, our event could be shut down. Anyone consuming alcohol at their booth will be asked to leave immediately and will forfeit their registration fee.

**Thank you for being part of the Pride of Dakota program and we wish you a great showcase season!**